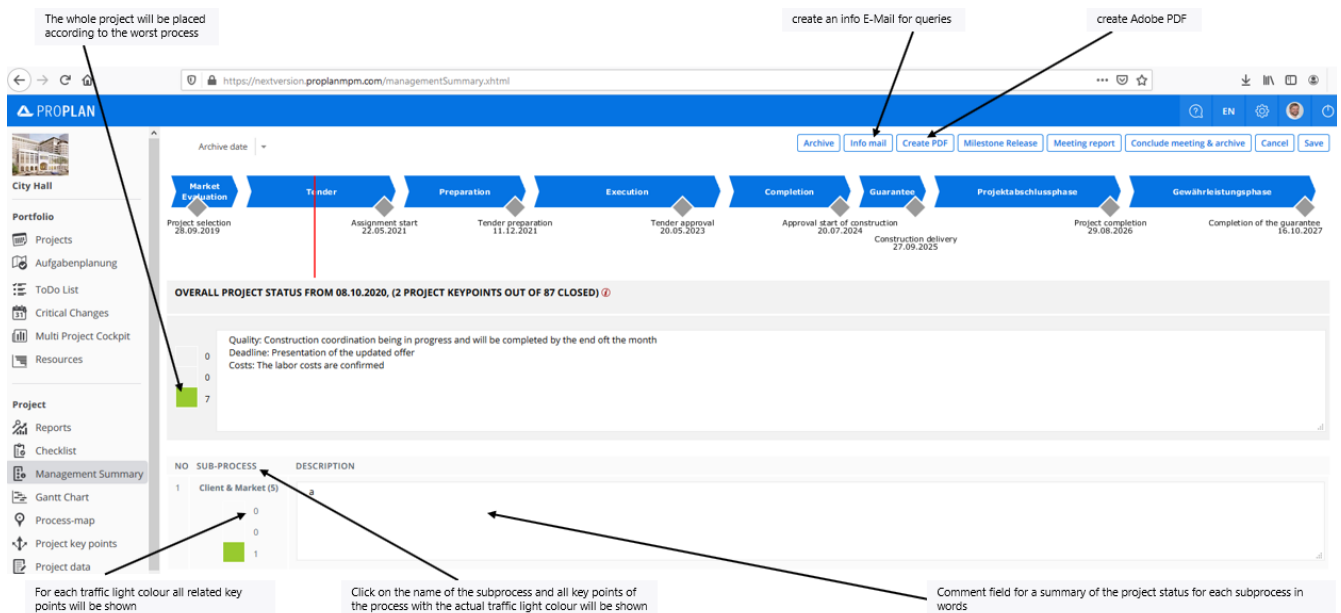# Management summary

- Project overview and filter
- ToDo list
- Checklist workflow
- Milestone release
- Critical change
- Multiproject management cockpit

Management summary provides an overview of project status at a high level

Functions:

- Overview of the most important project data
- Display of an aggregated traffic light status of all sub-processes
- Generation of a traffic light status for the entire project
- For the sub-process, traffic status details and the number of complete vertices are specified
- Presentation of a print preview as PDF can be generated

Team meetings

Through the function of recording the team meetings you always keep track of the current status of things. You can easily create an evaluation, indicate who was present and view the date of the next session. All team sessions are archived and you can go back to them anytime.

Project meeting attendance   ✖

Date of the meeting   New meeting   ▼

Obligatory participants ⓘ

NAME	ROLE	PRESENT	OUTLOOK APPOINTMENT
David Miller	Project manager	☐	☑

Other participants ⓘ

NAME	ROLE	PRESENT	OUTLOOK APPOINTMENT
No records found			

➕ Add

Next team meeting*   [_____ 🗓]

❌ Cancel   💾 Save and archive