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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |
|   | REMOTE WORK PLAN |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **🚀 PROJECTS** |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   |   | Project | Priority | Status |   | Accountable | Timeline | Location |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | TECH SPARK | êêêêê | Almost Done | M | Mike Grunwald | W2 | Home |   |   |
|   |   | NEURAL BOOST | êêêêê | Completed | J | John Doe | W2 | Home |   |   |
|   |   | LABORATORY HIVE | êêêêê | In Progress | B | Ben Kenney | W2-W3 | Home/Lisbon |   |   |
|   |   | ADVENCED ENGINE | êêêêê | Not Started | S | Sabrina Nicholson | W3-W5 | Home/Lisbon |   |   |
|   |   | SMART CONNECTION | êêêêê | Not Started | M | Mike Grunwald | W4 | Lisbon |   |   |
|   |   | MACHINESUS | êêêêê | In Progress | S | Sabrina Nicholson | W2-W4 | Home/Lisbon |   |   |
|   |   | INTELLIGENCE LINE | êêêêê | Not Started | J | John Doe | W4-W5 | Lisbon |   |   |
|   |   | NANO CENTER | êêêêê | Not Started | B | Ben Kenney | W6 | Rome |   |   |
|   |   |  |  |  |  |  |  |  |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **🤝🏽 ONLINE MEETINGS** |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   |   | Description/Agenda | Organizer | Attendees | Schedule |   |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   |   | Weekly marketing plan | YES | Marketing team, John, Patrick | Wednesdays 10.30-11.30 |   |   |
|   |   | Gadgets upgrade strategy | NO | Ralph, Jasper | 16/01/2023 11.00-12.00 |   |   |
|   |   | New hirings - options | NO | Management, Jessica | 17/01/2023 12.00-14.00 |   |   |
|   |   | Report writing | NO | Bridget | Mondays 10.00-11.00 |   |   |
|   |   | New case study | NO | Cathy, Tina, Natalie, Bridget | 20/01/2023 09.00-09.30 |   |   |
|   |   |  |  |  |  |   |   |
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