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|  | REMOTE WORK PLAN | | | | | | | | | | |  |
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|  | **🚀 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 |  | |  | |
|  |  |  |  |  |  |  |  |  |  | |  | |
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|  | **🤝🏽 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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