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## Contents

## QM:Work Instructions

Use this template to create "action points" in other wiki pages, such as meeting minutes. For each "action point", a semantic subobject is created, which has its own property values. This allows to query e.g. all open action points for a specific user or from a specific namespace or subpage.

Create tasks, e.g. during meetings

Template parameters

Parameter		Description	Type	Status
<b>Who?</b>	<input type="text" value="apname"/>	Who needs to complete the task?	User	required
<b>What?</b>	<input type="text" value="apdescription"/>	What needs to be done?	Unknown	required
<b>Status</b>	<input type="text" value="apstatus"/>	open or closed <b>Default</b> open	Unknown	required
<b>Due date</b>	<input type="text" value="apduedate"/>	no description	Unknown	suggested
<b>Comment</b>	<input type="text" value="apcomment"/>	Task comment or closing comment	Unknown	suggested