**Backup Meeting Template**

Backup meeting should include following Pointers

1. Open, Escalated and Completed items should be included with following details:
   1. **Client Name:**
   2. **Ticket #**
   3. **Issue**
   4. **Notes**

B. Tools, Access, etc that is hampering our performance.

C. Recommendations on Backup Solution/Storage/Network/Cloud etc

D. Update/Upgrade plan/status

E. Ticket trends for last month such as Escalated v closed, Managed Count, Testing status etc.

F Ask for Client ‘s point/feedback etc at the end.