


EDDYNCO MANAGEMENT MEETING	 <b>EDDYNCO NIGERIA LTD.</b> <small>Oil Field Services 17653</small>	
Document Title: Management MoM, Of June, 2022.	Meeting count 1	
Document Number: <b>EDDYNCO – MOM – 00001</b>	6th June 2022	Written by Elohor – Executive Assistant

## 1. ATTENDANCE:

S/N	NAME	POSITION	PRESENT
1.	Mr. ETIA NDAREKE	Board Chairman	Yes VIRTUAL
2.	Mr. EDU UKPORO	General Manager	Yes
3	Mr. ABASIAKAN HANSON	IT Support Manager	Yes
4.	Ms. BEKEDEREMO ELOHOR	Executive Assistant	Yes
5.	Mrs ADAMS	Administrative officer	Yes
6.	Ms. GLORY	Assistant Administrative officer	Yes

## 2. MEETING LOCATION

Location: EDDYNCO OFFICE, IBENO AND VIRTUAL

Meeting Room: OFFICE AND VIRTUAL


## 3. MEETING START

Meeting Actual Start: 14:30hrs


Meeting Scribe: Edu Ukpore

## 4. AGENDA:


- Review of the task executed by the admin team.
- Review of the Official Website.

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S/N	ACTION REQUIRED	RESPONSIBLE PARTY'S ACTION	REMARKS
1.	Welcome address	Board Chairman	The Board Chairman welcomed everyone to the meeting and asked the admin team to make a report on the task given previously.
2	Review of the task executed by the admin team.	Administrative Team	<p>The Admin team was asked to give a review on task taking. According to the Admin officer (Mrs Adam), documents have been sorted out and arranged in different folders to align with various departments for easy accessibility by end-users even in her absence.</p> <p>A departmental shelf was created where all Eddynco files have been arranged in folders and labelled accordingly for easy identification. General correspondence files of the company are being arranged in the shelf in alphabetical order, a file list was also created and all the files has been listed.</p> <p>As regards her educational upgrade scheme, she will be taking online classes to further her education in Administrative courses and the certificate will be presented at the end of the programme. Mr Ettia asked if this is a continuation of previously presented work or a totally new one, Mrs Adam responded to the question which she noted that the current review is an addition to previous work. Mr Ettia asked if the file list correspond with those on the shelf. He also suggested that all grouping should be reviewed accordingly and the structure needs to be fine tuned to be more efficient.</p> <p>Mr Ettia also asked what will be the content inside</p>

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			<p>the various files according to their file no., Mrs Adam responded by saying it entails all details as regards the project. Mr Ettia requested that the structure of filing should be well organized.</p> <p>Mr Edu added that the framework should also be mapped and also represented in a soft copy, not just in hard copy. Mr Ettia requested for feedback from the Admin team on the exercise they carried out and in their response it was worth it and things as been made a lot easier for end-users in the assessment of files and easy identification of person with files, and also made the place more organized and less time consuming in accessing company's files.</p>
3.	Review of the Official Website.	IT Support Manager	<p>Review of website by IT Support Manager (Mr Abasiakan).</p> <p>Mr Ettia drew attention to the picture of the buses on the website and requested that the picture should be sourced from within and should carry the company's colour and logo and old pictures from the album that are relevant can be included in order to represent what the company has done in the past. Font styles and size should be consistent across all pages and also make sure of using photos that are open-sourced or give credit to owners or basically used home photographs ( Eddynco's work proof).</p> <p>Mr Ettia suggested that the logo designed by Mr Abas should be made bigger and clearer at the top bar. He also applauded the originality of recently added photos and advise further that more photos should be taken during training sessions in the media room with all gadget visible.</p> <p>Further corrections on website suggested that the</p>

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			<p>procurement support and solution should be moved from portfolio to our services. Also, grouping under portfolio should be done according to services or clients, email should replace the call now point.</p> <p>It was also suggested that an official line should be made available for whatapp communication.</p>
	Closing	Mr Etia	<p>Mr Etia thanked all whom were present and requested we put in the necessary work needed for the growth of the company.</p> <p>The Meeting came to a close at about 15:10hrs.</p>

## 5. NEXT MEETING

Monday- 13th June 2022.

## 6. MEETING END

Meeting Actual End: 15:10hrs.