Presentation meeting minutes

10/08/2018

**Agenda:**

Inception report presentation – Celestine Mukama (Web Technologies)

Baseline study report presentation – Lawrence Maina (Web Technologies)

# Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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# Discussions after presentations

Deployment of the system will be gradual and will work in parallel with the current system until complete adoption.

Warranty is one year with full support

Sustainability of the system will be achieved by ensuring full training and support

The system has ability to integrate with other systems

Each beneficiary will have own unique code

Also system will be extendable

Devices used should show expiry date of power of attorney

The biometric devices will read second layer of the fingerprints

In case of device damage, impact won't be too much since info is sent by SMS on every entry

Access levels and audit trail will be enforced

Payment date be changed in report to between 15th to 24th

Ability to add custom fields

Add blood group on elders

As soon an elder is recorded as dead, all of his/her payments are stopped

Ability of the system to record more than one next of kin

Death can only be recorded after sheha has presented a letter

Ensure functionality for recording shift or transfer of beneficiary from location to location

Other ID card for beneficiary to be designed to solve the problem of ZANID and other IDs.

Community sessions (involving all elders per shehia) in specific day for which in their discussion they will be able to know the information about beneficiaries who absent for long time (to know if they have died or not)

Other way of collecting those information will be through cashiers on payment days.

# Pending actions

- Visit to Pemba by whole team

- Rukaiya to provide sample report generated by auditors

- Rukaiya to provide report by Monitoring and Evaluation team