**Management Meeting**

**DATE & TIME:** 04/19/2022 @ 09:00am to 10:10am

**ATTENDANCE**: See Appendix A

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Client** | **Critical Issue** | **Action Points** | **Resource** | **Prev. %** | **Current**  **%** | **Status** | **Target Date** |
| **1a** | **USG** | **SECURITY** | Systems to test the environment  Toad must be read only  Bank owner cannot be assessed | Systems Dept. |  | **30%** |  | To April 30th 2022 |
| **b** | **USG** | PC CODES | This is a priority. To be tested by end of week. | Bandoh/Stanley |  |  |  | To April 30th 2022 |
| **c** | **USG** | REPORTS | Offline reports. Full documentation needed. Adjetey to work on this assisted by Naa | Isaac, Adjetey & Naa |  |  |  | To April 30th 2022 |
| **d** | **ROKEL** | ROKEL ACH | Jude to expedite action and ensure it is closed end of month. | Jude |  |  |  | To April 30th 2022 |
| **e** | **Liberia** | Vregcoss | To send e-mail to SIB to close this | Stanley |  |  |  |  |
| **2** | **Rokel** | EOD | Updated Chris this morning. Isaac was able to communicate with Mohammed on this. WIP. | Isaac |  | **50%** |  | March 8, 2022 |
| **3** | **SLCB** | **Audit, COT, Overdraft and Savings Interest** | Savings, views has been modified to add customer address and phone numbers where necessary. | Sam B.  Isaac & Joseph |  | **50%** |  | March 8, 2022 |
| **4** | **USG** | **ISO** | Chris to contact Mr. Samuel Boateng to see if he can take us through the ISO Certification course. | Dan H/Alex A./  Dan E. |  | **90%** |  | Nov 1, 2021 |
| **5** | **B Point** | **BP Upgrade** | A reminder to be sent by Chris.  *Waiting for feedback from BestPoint.* | Caleb / Solo/ Welbeck |  | **50%** |  | Dec 20, 2021 |
| **6** | **USG** | **SAT (Security Acceptance Test)** | Some documents shared with systems to enable them apply on servers in the office.  *Dan has the documents on SAT* | Dan E. |  | **5%** |  | May 31,2022 |
| **7** | **Fidelity** | **Demo** | Fidelity needs management of inactive customers / dormant account.  *Fix customer 360 done. George to arrange for a date.* | Joe Boateng Sam B & George M. |  |  |  | Nov 8, 2021 |
| **8** | **USG** | **SMS for Loans**  **PRO\_0000183** | SMS for loans repayment and arrears. There should be a flag. | Joseph & Isaac |  | **100%** |  | April 19, 2022, |
| **9** | **USG** | **RCA** | **To complete this week.**  To review all root cause analysis in the logger. Ie. | Stephen A. |  | **60%** |  | Feb 14, 2022 |
| **10** | **USG** | **Set Up Tables**  Provide Audit on all control and set up tables | Discussions to be held.  Updated tables sent for discussion before project commences. | Welbeck/ Stanley/ Isaac |  | **80%** |  | 14th Feb 2022 |
| **11** | **USG** | **Encrypting e-mail and mobile numbers** | New e-mail and password encryption procedure completed. New email encrypt. Testing with the operations team in progress. | Dan H. |  | **90%** |  | 14th Feb 2022 |
| **12** | **USG** | **Version Control** | We need to have a simple document on it.  *Falls under ISO certification being in the office.* | Dan E. to champion |  | **0%** |  | June 30, 2022 |
| **13** | **USG** | **Knowledge database** | Work on individual documents started.  No response from tech personnel on sample list sent out. Working with what I have. | Naa A. |  | **30%** |  | June 30th 2022  22nd Feb 2022 |
| **14** | **USG** | **Back-ups** | Planning to take back-ups on hot standby. Needs further discussions. | Systems Dept. |  | **0%** |  | 28th Feb 2022 |
| **15** | **Rokel** | **Md’s Issues to be discussed** | To prove to Alhaji the logger works and his issues will be attended to as soon as logged.  *Alhaji and team want issues to be put on whatsapp platform* | Dan E., Joseph, Sam B., Chris |  | **50%** |  | April 30, 2022 |
| **16** | **Atwima** | **Upgrade**  **Expected Go Live is June 19, 2022** | New plan shared with team to guide implementation of x100+. Data conversion to complete by end of April 2022, UAT training on 2-may-22. | Dan E. / Welbeck |  | **5%** |  | April 18, 2022 |
| **17** | **USG** | **MIS**  **MPR**  **Account Opening**  **PC codes Reports** | New landing page complete.  New PC Codes setups  Work to start next week on modification for PC codes  To start this week.  SLCB to hold internal meetings on this and get back to us. | Bandoh, Isaac and Chris. |  | **100%**  **80%** |  | March, 2022 |
| **18** | **SLCB** | **Agency Banking** | Rokel Agency banking integration with third party APIs. Awaiting API username and password from Lewally. | Danny, Ato and Vic |  | **20%** |  | March 8, 2022 |
| **19** | **USG** | **API Security - Indian** | Gaddiel to design a set up screen  Transaction token development in progress | Isaac, Dan H.  Welbeck |  | **70%** |  | March, 2022 |
| **20** | **SLCB** | **Risk at SLCB** | Work has started at SLCB, function to double-check transaction validity implement. Monitoring its performance before implementation at other client sites.  Outcome of discussions, was to generate harsh values for each transaction to validate what goes into AC trans. | Isaac, Bandoh. |  |  |  | March, 2022 |
| **21** | **USG** | **Management Access report** | View and report created, working together with Paul to get manager ID of a Staff. | Isaac |  | **50%** |  | March, 2022 |
| **22** | **USG** | **EOD** | Procedures has been created to be executed at the run of EOD.  Research into oracle database to ensure database has resources | Sam B / Isaac |  | **100%** |  | March 28, 2022 |
| **23** | **USG** | **Automated or unattended to EOD** | Draft to be ready by 21st April, 2022.  *Dan to come out with 2 or 3 slides to educate clients.* | Isaac & Jude  Dan |  | **0** |  | April 11, 2022 |
| **24** | **USG** | **Balance Reset** | Balance Reset must be stopped at all client site | Stanley |  |  |  | March 28, 2022 |
| **25** | **USG** | **Issue Logger Modification** | Done. Yet to be tested. | Stephen & Team. |  | **70%** |  | March 28, 2022 |
| **26** | **USG** | **USG** | Working on an interface to display content of a procedure. Research done. Solution gotten. | Isaac |  | **40%** |  | April 4, 2022 |
| **27** | **USG** | **USG** | To get Report server working | Isaac |  | **0%** |  | April 4, |
| **28** | **USG** | **USG** | To discuss re-writing of Company Objectives | Chris, Dan, George |  | **0%** |  | April 4, 2022 |
| **29** | **USG** | **USG** | To discuss SIB Report | Dan, Chris |  | **0%** |  | April 4, |
| **30** | **USG** | **USG** | Document Management | Dan, Chris |  | **0%** |  | April 4, |
| **31** | **USG** | **Security Restrictions** | Every change has to be discussed. Form change board to meet every Wednesday. Implementation on Saturdays. | Head – Change management |  | **0%** |  | April 11, 2022 |

**Attendance:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Invitees** | **Designation** | **Initial** | **Present** | **Absent** | **Comment** |
| Chris Armarfio | CEO | CA | √ |  |  |
| Sam Armarfio | DIRECTOR-CORE BANKING | SA | √ |  |  |
| George Mensah | DIRECTOR - HR | GM | √ |  |  |
| Dan Eyeson | PROJECT MANAGER | PM | √ |  |  |
| Sam Bandoh | DIRECTOR – FINANCE | SB | √ |  |  |
| Stephen Agbeli | RELATIONSHIP MANAGER | SA |  | X |  |
| Naa Ashianor | RM- SERVICE MANAGEMENT | NA |  | X |  |
| Jude Kuwornu | TREASURY & PAYMENT | JK | √ |  |  |
| Joseph Boateng | DIRECTOR - LENDING DEPARTMENT | JB | √ |  |  |
| Daniel Hammond | ACT- CHANNELS DEPARTMENT | RT | √ |  |  |
| Nii Ayi Welbeck | RM- SERVICE MANAGEMENT | NAW | √ |  |  |
| Isaac Wilson | DIRECTOR- OPERATIONS | IW | √ |  |  |
| Stanley Okyere-Agyei | FINANCE | SOA | √ |  |  |
| Solomon Asante | Head-Systems Department | SA | √ |  |  |

**Chairman:** Chris Armarfio (CEO) **Recorded by:** Elfrida Ashitey