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# KZNERA Liquor Board Project - Technical Coordination Meeting Minutes

**Location:** Virtual Meeting / Conference Room

**Date:** 30 September - 2025

**Time:** 14:00pm – 15:00pm

**Attendees:** Nto Vinkhumbo, Sabata Mereotlhe, Peter, Mandla Sibeko, Judy Naidoo, Ocean Tor, Tinumzi Lubelwana, Juliette's team representative, Refiloe Mekgwe

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## Agenda Items

### 1. Payment System Architecture Review

- Discussion on e-wallet integration as primary transaction method
- Review of funding options and real-time payment verification challenges
- CFO engagement and financial integration strategy

### 2. Data Integrity: ID Number vs Registration Number Field Structure

- Analysis of current single-field system and data integrity concerns
- Proposal for separate fields for individuals and companies
- Database review requirements for existing ELMS data

### 3. ELMS System Access and Data Migration

- Critical blocking issue: Development team database access
- Request for super admin accounts and technical documentation
- Demo session scheduling to understand ELMS functionalities

**4. KZNERA System Development Status Update**

- Current backend completion status (50%)
- Mock data backend implementation
- Front-end design approval confirmation
- Third-party integration progress

**5. Renewal Process Demonstration and Feedback**

- Walkthrough of renewal workflow from login to submission
- Mandatory fields requirement clarification
- Pre-populated data functionality for returning users
- Document verification and upload process












**6. Document Verification and Payment Process**

- Discussion on authorization requirements before payment reference issuance
- Workflow refinement for document validation
- Timeline clarification for renewal processing window

**7. Project Timeline and December 15th Deadline**

- Outstanding items tracking and deadline establishment after each meeting
  - Action item prioritization
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## Action Items

Action Item	Owner(s)	Deadline	Status
Communicate with IT team to create super admin/admin accounts for Sabata Mereetlhe and development team to access ELMS system	Nto Vinkhumbo	03 Oct 2025	 Critical - In Progress
Speak to IT team after meeting to ensure feedback on API token is provided	Nto Vinkhumbo	02 Oct 2025	 Critical - In Progress
Provide access to ELMS technical documentation for development team review	Nto Vinkhumbo / IT Team	03 Oct 2025	 Critical - Pending
Schedule ELMS demo session to showcase system functionalities to development team	Nto Vinkhumbo	09 Oct 2025	 Important - Pending
Ensure team receives feedback on renewal and new application process screens e.g Application references	Juliet & Team	03 Oct 2025	 In Progress
Review existing ELMS database structure and data quality upon receiving access	Sherwin	Immediately after access granted by ELMS Team	 Critical - Blocked
Refine document verification workflow to require authorization before payment reference	Juliet & Team	14 Oct 2025	 Design Required
Organize presentation slides for better tracking of weekly submissions to mayor	Tinumzi Lubelwana	Ongoing	 In Progress
Ensure Mr. Twyla is present in next meeting to provide clarification on renewal process	Nto Vinkhumbo	Next meeting	 Scheduled
Establish clear communication protocol regarding payment timelines and user responsibilities	Juliet & Team	06 Oct 2025	 Needed
Engage with CFO regarding e-wallet integration and financial system connectivity	Nto Vinkhumbo	09 Oct 2025	 Important

# Discussion Summary

## 1. Payment System Architecture

### Key Points Discussed:

- Current manual payment verification process causing significant delays
- Nto Vinkhumbo advocated for e-wallet as primary/mandatory transaction method to eliminate verification bottlenecks
- Sabata Mereetlhe proposed hybrid approach: e-wallet as main vehicle with multiple funding options available
- Agreement reached on e-wallet as primary transaction method with flexibility for users to load funds via multiple payment options

### Decisions Made:

- E-wallet will serve as the main transaction vehicle for all KZNERA license payments
  - Multiple payment methods will be available for loading funds into the wallet
  - Clear communication strategy needed to inform users about payment timelines and responsibilities
  - CFO engagement required for financial system integration approval
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## 2. Data Integrity: ID vs Registration Number

**Problem Identified:** Using single field for both individual ID numbers and company registration numbers creates data integrity vulnerabilities and validation challenges

### Solution Agreed:

- Implement separate fields: "ID Number" for individuals, "Registration Number" for companies
- System will dynamically adapt form based on applicant type selection
- Separate database fields with appropriate validation rules

### Follow-up Required: Juliet - Deadline 03 Oct 2025

- Review existing ELMS database to assess current data quality and mixed-data scenarios
  - Determine data cleanup requirements for migration
  - Implement field-specific data type enforcement
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### **3. ELMS System Access - CRITICAL BLOCKING ISSUE**

#### **Current Situation:**

- Development team lacks access to legacy ELMS database
- Forced to create mock data backend using assumed structures
- Demo system currently pulling from local storage instead of actual data
- Front-end design approved based on assumptions rather than actual data structures

#### **Actions Required (URGENT): Sherwin – Deadline 03 Oct 2025**

- IT team to create super admin/admin accounts immediately (24-48 hour target)
- Provide comprehensive technical documentation
- Schedule demo session to understand full ELMS functionality
- Export data samples for analysis and testing