

**Meeting Report: BSCHOLARZ LTD Website Development Progress with RBA**

**Date:** November 10, 2024

**Meeting Between:** BSCHOLARZ LTD and Rwanda Broadcasting Agency (RBA)

**Subject:** Website Development Progress and Marketing, Accounting, and Technical Issue Review

**Location:** Online Meeting

**Participants:** BSCHOLARZ LTD Representatives, RB-A Development Team

**1. Overview of Meeting**

The primary objective of this meeting was to assess the progress on the BSCHOLARZ LTD website development, with a focus on functionality, user experience, and the resolution of technical issues. We discussed updates and reviewed areas needing improvement across various sections, including Marketing, Subscription, Support, and Accounting.

**2. Marketing Department Issues**

Several issues were identified in the marketing section of the BSCHOLARZ LTD website. Key points include:

- **Message Testimonial and Reply Issues:** The message testimonial and reply features require modifications to improve responsiveness and ease of use.
- **Recommendation Option:** This functionality currently has errors and needs enhancement for a better user experience.
- **Subscription Section Delays:** The subscription process is taking too long to complete, causing frustration for users.
- **Download Error in Subscription Section:** Users experience errors when attempting to download subscription Report.
- **Support Portal Errors:** The support portal is not functioning as expected, limiting user access to assistance.
- **Share Option Addition:** It would be beneficial to add a "Share" feature for marketing stories, enabling them to be easily shared across BSCHOLARZ LTD's social media platforms. This would increase the reach and engagement of published content.

**3. Trial Version Improvements**

During the trial version, we recommend adding a section specifically for users to report errors directly to the development team (RB-A). A dedicated error-reporting link would streamline feedback collection and reduce the accumulation of similar issues, enabling the team to address system errors efficiently during the testing phase.

**4. Accounting Section Feedback**

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The accounting section is well-designed and meets most functional expectations; however, a few adjustments are necessary:

- **E-Payment Issues with VISA Card:** We have reported problems using VISA card payment options. This needs immediate attention to ensure smooth transactions.
- **Logistics Option Addition:** A logistics option with a clear formula and would improve transparency and ease for users managing logistical costs.
- **Sorting Issues in Employee Section:** There are sorting errors when organizing employee data, which could be optimized for a better user experience.

## 5. Conclusion and Action Plan

This meeting highlighted areas that require improvement to ensure the BSCHOLARZ LTD website meets operational, marketing, and accounting needs. We expect that addressing these issues will enhance user satisfaction and streamline workflows.

### Next Steps:

- The RBA development team will work on the identified issues in each department, with a focus on enhancing functionality and resolving errors.
- BSCHOLARZ LTD will monitor the trial version closely, using the error-reporting link to communicate any new issues directly to the development team (RB-A).
- The marketing section's share feature will be developed to improve content distribution across social media.

We are optimistic that these refinements will lead to a smooth and efficient website launch, providing an exceptional experience for BSCHOLARZ LTD users and facilitating our marketing and operational goals.

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