**To: Ass Dir.**

**From: Research and Development**

**Date: 08th November 2019**

**Sir,**

**RE: Report on Training and Courses Evaluation project presentation at NIA- Gako**

**Introduction**

Training and courses Evaluation System is a software application that allows the National Intelligence Academy to arrange, conduct, manage and evaluate Training.

**Presentation objective**

The project presentation was aiming to show the final Training and Course Evaluation software with incorporated feedback we gathered in the first presentation.

**Presentation outcomes**

During the presentation, we proposed to give all trainees a registration number to easily identify trainee and they have accepted by starting to the previous intake. They wish that on Monday (11th November 2019) we should install the software on the server, also they want us to first insert all certificate into the database so that they can start with the new intake.

**Observation**

We needed the transcript, report slip format so that we can match them with software-generated reports, and they agree to send them.

Respectful.