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| **MEETING TITLE** | | BIS Upgrade – Project Progress Meeting | | | | |
| **VENUE** | | UETCL Head Office | | | | |
| **DATE** | | March 28, 2025, 9:30 am | | | | |
| **ATTENDEES** | | | | | | |
| **#** | **Name** | | **Designation** | | **Email** |
| 1 | Richard Mugwanya | | Manager Information Technology (MIT) - UETCL | | richard.mugwanya@uetcl.com |
| 2 | Chillion Mukonyezi (Chairperson) | | Senior Systems Administrator (SSA) – UETCL and Project Manager | | chillion.mukonyezi@uetcl.com |
| 3 | Delta Karuhaga (Secretary) | | Information Systems Officer - Software (ISOS) - UETCL | | delta.karuhaga@uetcl.com |
| 4 | Edwin Baguma | | Lead Developer - DNT CONSULTS LTD | | [bagumaedwin@gmail.com](mailto:bagumaedwin@gmail.com); dnt@dntconsults.com |
| **AGENDA** | | | | | | |
| 1. Opening Prayer 2. Self-introduction 3. Submission from Project Manager 4. Presentation by DNT Consults 5. Discussions and Way Forward 6. Closure | | | | | | |
| **DETAILS** | | | | | | |
| **MINUTE NO.** | **REMARKS** | | | **RESOLUTION/ ACTION POINTS** | | |
| 1.0 | **Opening Prayer**   1. Opening Prayer was led by Delta. | | |  | | |
| 2.0 | **Self-introduction**   1. Each member introduced themselves to the group. | | |  | | |
| 3.0 | **Submission from Project Manager**   1. Chillion informed the team that DNT Consults—the original developers of the current Budget Information System (BIS)—had been awarded the contract to undertake the system's upgrade. 2. He further noted that DNT Consults had submitted the project's inception report, which was subsequently reviewed and approved. Following this milestone, 15% of the total contract value was disbursed to the firm in accordance with the payment schedule. 3. He concluded by inviting representatives from DNT Consults to deliver a technical presentation outlining the current progress of the BIS upgrade project. | | |  | | |
| 4.0 | **Presentation by DNT Consults**   1. Edwin expressed concern over the relatively slow progress of the project. 2. He explained that the initial development efforts had primarily focused on automating previously manual processes within the existing system, such as creating a new financial year and rolling over to a new budget cycle. 3. He emphasized that the principle of segregation of duties had been a key consideration in the system’s design—ensuring that IT and Finance teams are each able to execute their respective responsibilities independently within the system. 4. He noted that the system now supports mixed-mode user authentication, incorporating both internal and external login mechanisms, including LDAP (Lightweight Directory Access Protocol) authentication. 5. He demonstrated the redesigned menu layout and navigation structure. 6. Finally, he informed members that the system’s front-end is being developed using JavaScript, while the back-end leverages the Laravel PHP framework. | | | 1. DNT Consult pledged to expedite the development process. | | |
| 5.0 | **Discussions and Way Forward**   1. Members were informed that the original comprehensive scope of the project had been revised and scaled down due to budgetary limitations. | | | 1. The development team is employing a process-oriented approach, focusing on completing one functional process at a time. 2. Certain project activities will be fast-tracked ("crashed") to accelerate overall progress. 3. DNT Consults intends to formally request a two-month extension to the contract, with the request expected by March 31, 2025. 4. The next project review meeting is scheduled to take place in two weeks. | | |
| 6.0 | **Closure**   1. There being no further business to discuss, the meeting was adjourned at 12.00 pm. | | |  | | |