**Minutes of Meeting**

**Subject:** Front Office System, DDEX FTP System, and Sorting System

**Date:** 23/04/2025

**Time:** 14:30

**Location:** Office Boardroom

**Facilitator:** Baraka Liyai

**Participants Present:**

- Baraka Liyai

- Edwin Kyallo

- Godbless Okaka

- Eugene Lugose

**Agenda Items Discussed:**

1. Front Office System Optimization

2. DDEX FTP System Optimization

3. Sorting System Progress

**Key Decisions Made:**

**- Front Office System:**

To tackle the tracking of tickets that need procedures from the client, to the assistant, and until approval, the system will be gradually developed into a management system to handle different departments of the organization.

**- DDEX FTP System:**

The correct party ID of Mkononi will be used. Bulk content will be uploaded to see if it meets Boomplay standards.

**- Sorting System:**

The application was converted into executable files and is currently running. One consideration is that a name can be found in different Excel files.

**Action Items:**

**- Baraka:**

- To generate emails for Godbless Okaka and activate Eugene Lugose's email by 02/04/2025.

- To hold individual meetings for both Eugene and Godbless on 28/04/2025.

**- Edwin:**

- To provide bulk content for DDEX testing by 28/04/2025.

**Next Meeting Date:**

- To be scheduled after progress review on 28/04/2025.