

**REPUBLIC OF ZAMBIA**

**OFFICE OF THE PRESIDENT**

**SMART ZAMBIA INSTITUTE**

**REPORT ON THE PROGRESS OF THE SMART ZAMBIA WEBSITE (OPERATIONS DEPARTMENT SIDE)**

**PREPARED BY: LUBUNDA MUSONDA AND HAAMBAYI MUDENDA**

**JOB DESCRIPTION: APPLICATIONS OFFICERS**

**DATE: 15 MARCH 2021**

MONDAY, MARCH 15, 2021

TEAM MEETING

VENUE: SMART Zambia Service Management Office

TIME: 09.00hrs

In Attendance: Lubunda Musonda (Meeting Chair), Royce Daka, Haambayi Mudenda (Meeting Secretary), Morton Nyemba, Lawrence Kasonde.

Agenda:

1. Update On the visit to the Headquarters and the meeting with Principal Chisola Simasiku by Mr. Musonda and Mr. Mudenda.
2. Team planning and restructuring:
3. SMART Zambia website requirements collection.
4. Best communication practice.

MEETING PROGRESSION

**AGENDA ITEM 1**: Update On the visit to the Headquarters and the meeting with Principal Chisola Simasiku by Mr. Musonda and Mr. Mudenda.

* The team was informed that the prototype of the website was presented to the principal and that the design, implementation, and information presentation were appreciated.
* The team was informed about the meeting that was held with the director of Infrastructure Mr. George Mbasela, to make an appointment for a meeting to collect requirements for the SMART Zambia website. The director referred the request to the assistant directors who will be the ones to provide the information.
* The team was informed about the meeting that was held with the director of E-Government Mr. Milner Makuni, to request an appointment for a meeting to collect requirements for the SMART Zambia website. The director stated some facts to consider during the development and accepted to hold a meeting.
* The team was informed that communication needs to be done on how they were going to collaborate with the other team working on the same website and compile the questionnaire for data collection. This whole process was assigned to Ms. Daka and Mr. Nyemba.

**AGENDA ITEM 2:** Team planning and restructuring

1. SMART Zambia website requirements collection.
2. The team agreed that they will all participate in the collection of requirements for the website.
3. SMART Zambia website data collection.
4. The team was informed that when sending emails we should copy our team leader or the entire team always.