**MINUTES OF THE STAFF, MEETING HELD ON NOVEMBER 18th 2024, IN THE ICT CONFERENCE ROOM.**

**IN-ATTENDANCE:**

1. James Mwangi; Chairing
2. James Muita
3. Savio Sunkuli
4. Rina Awuor
5. Josephine Kondo
6. Collins Odhiambo
7. Lucy Karanja
8. Macclevery Missoi
9. Jecinta Ngatia
10. Banice Wanjiku
11. Mercy Chepkorir
12. Edna Mwendwa; Recording

**ABSENT WITH APOLOGY**

1. Daniel Olilo
2. Judy Kipkebut
3. Claire Abuga

**AGENDA.**

Weekly task allocation meeting.

**INTRODUCTION**

The meeting of ICT staff was called to order at 08.35 am on November 18th in the ICT room by Mr. James Mwangi. The session opened by a word of prayer from Collins Odhiambo. The chairperson then proceeded to the agenda of the meeting.

**DELIBERATIONS**

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| **Duties** | **Resource Person** | **Due Date** |
| **Systems Section** | | |
| 1. Ensure closure of Craft Silicon helpdesk issue. 2. Collection Africa charges. 3. Schedule SSCI meeting. 4. NHIF and SHA perpay. 5. Follow up on invoices for perpay, cloud act and FMS. 6. Follow up on ICTA and PSC intern recruitment. | Mwangi | End of Week |
| 1. Surrender AI training. 2. Complete on ICTA submissions. 3. E-board training document to be signed. 4. Robotics POC with Finance and Procurement; gather requirements. 5. Review the digital alignment strategy. | Savio | End of Week |
| 1. EOD, SOD and system backups. 2. Oversee loan transmission and IPRS checks. 3. Align disbursement schedules. 4. Prepare weekly departmental reports. 5. Facilitate closure of fully paid accounts. 6. Mobile banking administration and support. 7. Be on standby for loan appraisal and registration issues. 8. User support system applications. | Rina | End of Week |
| 1. Follow up on payments in Finance. 2. Follow up on invoices. 3. Coordinate meetings. 4. Manage stationery. 5. Submit reports on time. 6. Manage calls; both external and internal 7. Ensure office operational standards are as per requirement 8. Other administrative duties that will arise in the course of the week. | Josephine | End of Week |
| 1. Carry out backup restores. 2. Perform integrity checks. 3. Perform loan cleanup as per the request. 4. Perform loan approvals. 5. Carry out SOD and EOD procedures. 6. Update client’s data on BR and Fitnes. 7. Register clients on mobile banking. 8. End user support. | Lucy | End of Week |
| **Technical Section** | | |
| 1. Follow up on Telkom contract. 2. Check WAN links. 3. Configure Sophos. 4. Be on standby for any other duties. | Muita | End of Week |
| 1. Hardware repair and network support. 2. Offer meeting room support. 3. Continue monitoring offline biometrics devices. 4. Reallocate surrendered computers to branches and departments. 5. Follow up on surrendered Kyocera printers repair by MFI. 6. Issue rights and resetting of password. 7. Attend to external Auditors. 8. Attend to daily routine support. | Collins | End of Week |
| 1. Prepare staff assessment report. 2. Prepare task allocation minutes. 3. Prepare an article for the ICT bulletin. 4. Offer network support. 5. Work on any machine that will come in for repair. 6. Be on standby for any user support. | Edna | End of week |
| 1. Check on the offline devices across the branches and HQ. 2. Work on a machine from Taveta branch. 3. Be on standby for any meeting support. 4. Be on standby for any scheduled maintenance. 5. Hardware and software support. 6. Offer user support. | Macleevery | End of week |
| 1. Work on a machine from Wote branch. 2. Assist in preparing ICT bulletin. 3. Offer network and hardware support. 4. Standby for user support. | Jecinta | End of Week. |
| 1. Assist on Elma registration. 2. Reset user’s password in Br, Fitnes and Elma. 3. Customer support on M-banking access issues. 4. Assist in updating client details in Fitnes. 5. Offer any day to day user support. | Mercy | End of Week. |
| 1. Work on a machine from Legal department. 2. Assist I preparing ICT bulletin. 3. Assist in resetting domain issues as per user’s request. 4. Be on standby for any network and hardware support. 5. Offer user support. | Banice | End of week |

**ADJOURNMENT**

With no further business to discuss, the chairperson expressed gratitude to the members for their attendance and officially adjourned the meeting at precisely 8:50 a.m.

**CONFIRMATION OF MINUTES**

**Prepared by**

Edna Mwendwa: …………………………………….………………. **Date:**18/11/2024.

**Approved by:**

James Mwangi: ………………………………………………………. **Date:**18//11/2024.