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| **MINUTES OF MEETING** | | | |
| **Venue:** | **IT & PLANNING WEEKLY PROGRESS MEETING # 64** | | **Date: 10-08-2023** |
| **Date of Issue:** | **10-08-2023** | **Time: 12.15 PM** | **Date of next meeting: 14-Aug-2023** |

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| **ATTENDEES DETAILS:** | | | | |
| **SL. NO** | **EMP.NO** | **NAME** | **DESIGNATION** | **REPRESENTATIVES** |
| **1** | **N/A** | **Athul Krishnan** | **CBO** | **IT & Planning** |
| **2** | **N/A** | **Athira** | **TEAM LEAD – IT & PLANNING** | **IT & Planning** |
| **3** | **N/A** | **Shinil** | **Sr. IT Co-Ordinator** | **IT & Planning** |
| **4** | **N/A** | **Shahida** | **React Developer** | **IT & Planning** |
| **5** | **N/A** | **Sajini** | **Sr. Website Developer** | **IT & Planning** |
| **6** | **N/A** | **Jubi Marva** | **Planning Co-Ordinator** | **IT & Planning** |
| **7** | **N/A** | **Litto** | **Planning Co-Ordinator** | **IT & Planning** |
| **8** | **N/A** | **Hashim** | **Sr. Planning Co-Ordinator** | **IT & Planning** |
| **DISTRIBUTION:**   1. All present. 2. Action owners 3. Company Management | | | | |



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| **SL.NO** | **DESCRIPTION** | **ACTION B**  **Y** | **PRIORITY H/M/L** | | **DATE** | **STATUS / REMARKS** |
| **IT & PLANNING** | | | | | | |
|  | **Have to attend the weekly meeting of OP’s Team and check any new courses or products that need to be added** | **Shinil** | **NA** | **ONGOING** | | **ONGOING** |
|  | **Daily updating of the IT Queries tracker and weekly reviewing by the IT Manager** | **Athira** | **NA** | **ONGOING** | | **ONGOING** |
|  | **Needs to Create an IT Campaign plan and creation of leaflets** | **Shinil** | **Medium** | **ONGOING** | | **ONGOING** |
|  | **Have to check and ensure the proper functioning of our new Websites. If there is any flaw that needs to be corrected.** | **Sajini** | **High** | **ONGOING** | | **ONGOING** |
|  | **To update the admin console Gmail account** | **Sajini** | **Medium** | **ONGOING** | | **ONGOING** |
|  | **Monthly report Including the details regarding the old, new website and broken links** | **Sajini** | **High** | **ONGOING** | | **ONGOING** |
|  | **Need to check all sister sites for any course need to be added or revoked** | **Sajini** | **High** | **ONGOING** | | **ONGOING** |
|  | **Needs to integrate ticketing system in ZOHO** | **Sajini** | **Medium** | **HOLD** | | **HOLD** |
|  | **Check the feasibility of integrating the AI System on our website with the b-the team.** | **Athul & Sajini** | **Medium** | **HOLD** | | **HOLD** |
|  | **Integrate a LMS into all sister sites for provide sample video, Mocks, Flash cards** | **Sajini** | **Low** | **05-05-2023** | | **HOLD** |
|  | **LFI Needs to be shared (Having issue with the OTP from ZOHO)** | **Sajini** | **High** | **01-03-2023** | | **HOLD** |
|  | **Needs to get the questions pending in MRCOG part 1 and part 2 from Athul** | **Athul** | **High** | **02-01-2023** | | **HOLD** |
|  | **To create a form for MBBS to get opinion from Medical Content writers what the candidate exactly looking for.**  **Created by 05-06-2023 and circulated by 10-06-2023** | **Sajini** | **Medium** | **10-06-2023** | | **HOLD** |
|  | **Needs to Complete Course library for upcoming courses in LMS** | **Hashim /Shinil** | **High** | **NIL** | | **OPEN** |
|  | **MRCOG Part 1 & 2 - 4 Months course structure** | **Jubi/ Athul** | **High** | **ASAP** | | **OPEN** |
|  | **Needs to get the materials for FRCS Ophthal Course library according to the course structure & complete the library materials by 15 th sep 2023** | **Litto** | **High** | **15 Sep 2023** | | **OPEN** |
|  | **FRCR Pat 2 B OSCE – Meeting with Athul** | **Sajini/Shinil/Hashim** | **High** | **10 August 2023** | | **OPEN** |
|  | **FMGE – 4 Month , MRCP PART 1 – 6 Week, MRCP PART 2 - 3 Month Course Structure to be shared** | **Litto** | **High** | **14 August 2023** | | **OPEN** |
|  | **Need to confirm Asset Maintenance Reporting system (should be ready in every Quarter and submit the checklist)**  **Shinil to send an email to Athul mentioning the plan for Zoho Project** | **Shinil/Athira** | **High** | **10 August 2023** | | **OPEN** |
|  | **To take an initiative to cut off the support from the 3rd Party, can seek guidance from Mckyane Team to develop Internal Team** | **Shahida / Sajini** | **NIL** | **01 Sep 2023** | | **OPEN** |
|  | **Shahida to finalize career website.** | **Shahida** | **High** | **12 Aug 2023** | | **OPEN** |
|  | **E Port Folio – Contract signed March, 2023 and not yet finished the project.**  **Follow-up to be started from today and finalize ASAP.** | **Athira** | **High** | **10 August 2023** | | **OPEN** |
|  | **Cloud Space - Arrange a call with Arjun to sort out the remaining issue soon.** | **Athira** | **High** | **10 August 2023** | | **OPEN** |
|  | **Athul to share an email to OP to initiate handing over procedure for Master Trackers for all courses.** | **Athul** | **High** | **10 August 2023** | | **OPEN** |
|  | **Send an Reminder email to Dr. Sowmya for the review of MBBS material preparation** | **Hashim** | **High** | **10 August 2023** | | **OPEN** |
|  | **Athira to draft an email and share with Athul regarding the announcement of our new IT Consultant.** | **Athira** | **High** | **10 August 2023** | | **OPEN** |
|  | **Need to check the ICC EBCOG Website link by Mr. Athul – It is under review by the management** | **Shahida** | **High** | **13-06-2023** | | **HOLD** |
|  | **While sharing the Weekly Report in every week, Update the Course Library Status also** | **Athira / Shinil** | **NIL** | **NIL** | | **Closed** |
|  | **Purchase Materials for FRCS Section 1 – General Surgery for Library Work. Something should be ready by August 1st.** | **Hashim** | **High** | **31 July 2023** | | **Closed** |
|  | **Setup an alternative mechanism to track the working of our team which must be implemented in August.** | **Athira** | **High** | **31 July 2023** | | **Closed** |
|  | **Sent an email to Operation team regarding the mentor’s availability list.** | **Hashim** | **High** | **01 Aug 2023** | | **Closed** |
|  | **Share details of FRCS OPHTHALMOLOGY EXAM with Mr. Athul** | **Litto** | **High** | **01 Aug 2023** | | **Closed** |
|  | **Needs to get the update of Career MEDIC Website from Mckyane team** | **Athira/Shahida** | **High** | **23-06-2023** | | **Closed** |
|  | **Circulate the Course structure for Upcoming MRCOG P1, P2 - Long Courses targeting July 24** | **Jubi** | **High** | **22 July 2023** | | **Closed** |
|  | **Complete the Data Management – Master tracker** | **Shinil** | **High** | **30 July 2023** | | **Closed** |
|  | **Circulate an email to all the HOD’s which is describing about all upcoming courses from August till January Mid.** | **Hashim** | **High** | **23 July 2023** | | **Closed** |
|  | **Prepare an Evaluation Report for all the new Mentors to channelize their Works & Performance easily** | **Hashim** | **High** | **25 July 2023** | | **Closed** |
|  | **Share an email with Operation department to get the Free Dates of Mentors for assigning them in coming sessions** | **Hashim / Litto / Jubi** | **High** | **22 July 2023** | | **Closed** |
|  | **FRCS Ophthal Course dropping mail should be circulated the same day itself** | **Litto** | **High** | **22 July 2023** | | **Closed** |
| **Any Third-Party Involvement** | | | | | | |
|  | **Corrections shared for the Parent website and LMS shall be checked with the Beetle team and follow-up on the actions required shall be discussed and corrected.** | **Sajini** | **High** | **19-04-2022** | | **ONGOING** |
|  | **To check the scope of including Mascot in our sister sites & LMS** | **Sajini** | **Low** | **HOLD** | | **HOLD** |
|  | **Training of React Course to be arranged for the required IT members within the company.** | **Athul** | **Low** | **HOLD** | | **HOLD** |
|  | **Needs to discuss the security concern of App, LMS, and mobile app with the beetle team.** | **Athul** | **Medium** | **23-09-2022** | | **PHASE 2** |
|  | **Needs to update catalog in parent website.** | **Sajini** | **Low** | **30-09-2022** | | **HOLD** |
|  | **Needs to complete all the edits in newly created pages including the content edits with the coordination of the b-the team** | **Sajini** |  | **09-09-2022** | | **HOLD** |

**PREPARED BY : Hashim**

**NEXT MEETING: 14- 08 -2023**

**APPROVED BY : Mr. Athul Krishnan**