**MINUTES FOR THE WEEKLY CYTONN TECHNOLOGIES MEETING HELD ON 13TH OCTOBER 2015, AT 2:10P.M. AT LIAISON HOUSE**

|  |  |
| --- | --- |
| **PRESENT** |  |
| Michael Wamae | MW |
| Ruth Waithera | RW |
| Timothy Kimathi | TK |
| Edwin Mukiri | EM |
| Charity Zablon | CZ |
| Kennedy Mutua | KM |
| Peter Polle | PP |
| Shiv Arora | SA |
| Mwaruwa Chaka | MC |

**Deliberations**

1. **Introductions**
   1. The meeting was called to order at 2:10pm by SA.
2. **Meeting Discussion**

**A: GENERAL ITEMS**

* 1. It was noted that NO could not attend the meeting.
  2. MC reported that he had opened up CRIMS for testing by the client and had worked on some of the issues raised during testing though some were still pending. He also indicated that he was adding new features to the CRIMS like CMS summaries and management fees calculations. SA proposed the inclusion of a client page to see the amount invested and interest accrued.
  3. JW was to work on the templates for the EA and CT websites though he was not present to address on them.
  4. MW reported that he had not yet worked on the development of the websites templates.
  5. RW reported that she had completed on the management of finances on the backend and had availed the front end part of the SGIS site to the client for testing.
  6. SA inquired on the project work plans that were to be submitted by MC, MW and RW for their respective projects. He iterated the need for the inclusion of status and timelines on the work plan in order to ensure proper tracking of the project progress.
  7. SA also indicated that the work plans help in identification of challenges and indication of deliverables.
  8. MC proposed the adoption of Wrike for creation of the work plans and it was deliberated that we can adopt use both Wrike and Excel moving forward.
  9. SA instructed that the work plans should be updated weekly before Friday COB.

**B: MAIN AGENDA ITEMS**

* 1. Cytonn Investments update: MC reported that he had added an API for loading of interest rates in the Diaspora forms when rates are modified. He also made changes on the Alma content and added new renders. He also modified the project downloads to only show when set as active. On CRIMS, MC further reported that he had opened the application for testing and was currently fixing some of the remaining issues raised by the client during testing. He also developed CMS summaries to indicate the investment and deposit for a client. He also drafted a proposal for the CRE project websites to be developed.
  2. Elective Africa update: MW reported that he since he had not received the templates designs from the designer, he had moved on to developing the myElective interface which to facilitate the management of user documents, contact information and emergency information. He indicated that he had completed on the backend part for the payments summaries and histories though the templates were yet to be designed. MW also indicated that testing had completed for he was working on fixing the issues arising regarding downloads and signups.
  3. SCGIS update: RW reported that she had offered support to the client on the generation of summaries of the membership renewals and had also assisted in the uploading of a profile image for a user on the website. She had also completed on the management of finances and webinars part on the SGIS website. She was currently working on the management of conferences and the CMS content on the backend. She indicated that the client had not provided any feedback regarding the testing on the front-end.
  4. RW reported that she had created the capability for users to add video content onto the website using a code editor. This capability was however only made available the website’s administration.
  5. Design update: JW was not present to give his update regarding design.
  6. Management update: SA inquired about the status of the invoices and proposals of the ongoing projects. He emphasized on the need to follow up on the signing on the respective projects contracts and appropriate documentation of the same. MW volunteered to follow up on this and to provide a report to SA by Thursday COB. SA also indicated that there a CT business development position that was to be filled and inquires if anybody on the team was interested. He also urged the team to come up with names for the CT new branding and was to expect them by Friday COB. SA further urged the team to strive to uphold the culture of the firm like the Book Club which would instill the Cytonn core values on us. He indicated that the team needed another designer and asked MC to assist JW on creation of a JD for the same. He reiterated the need for the team to train new people to facilitate individual growth and the team as a whole. SA also indicated the importance of attending the CI, BD and CRE meetings by the persons concerned. RW was asked to be attending the Investments and BD meeting while MC was to attend the operations meeting. SA also indicated that the search for a CT business development manager was still ongoing.
  7. Pending/Upcoming projects update: MC reported on the upcoming one Cytonn Diaspora website and three CRE websites which were in the proposal phase. He indicated that on the HR website, no discussion had been done and more planning was required. SA reported that Aviano were currently working on the content for their upcoming website and was to follow up on Liaison and Predium Africa
  8. Interns’ Training: RW noted that the interns training was going on as planned and that they were currently working on their final internship projects.
  9. Capacity building: SA advised on the need for learning and personal development and inquired if the team had any courses or certifications in mind that that they would like to enroll in.

**C: AOB**

* 1. MW indicated the need for the designer to balance on CT and CI projects. This was to be solved by the hiring of a new design staff.

**Follow up Items**

* SA to follow up on Liaison and Predium Africa upcoming projects.
* MW to work on the design of website templates and also to provide the complete documentation for the ongoing projects and follow up on the signing of the contracts for the projects by Thursday COB.
* MC to refactor and clean up the CMS dashboards and fix pending issues that affect dashboard and test readiness for production and also to be attending Operations meetings.
* RW to work on managing of conferences, build the website index, management of email templates, sidebar photos and carousels and also to be attending the Investments and BD meetings

Prepared by: Timothy Kimathi.