**Meeting Report: Virtual Learning Platform Enhancement**

**Date:** February 16, 2024

**Attendees:**

* Name
* Virtual Learning Platform Development Team
* Representatives from DRC
* District Administrators

**Key Points Discussed:**

1. **Introduction of Blog Feature for DRC,ZOCS and ADMIN - Gift**
   * A blog feature will be integrated into the virtual learning platform to facilitate communication and updates specific to the District resource center (DRC) region.
2. **District Administrator Role Change (from DEBS): - Gift**
   * The title "District Administrator" will be updated to replace "DEBS" (District Education Board Secretary) for better clarity and alignment with administrative roles.
3. **Contacts for Ministry Documents:**
   * Contacts for accessing ministry documents will be organized based on location, including zones such as provinces and districts, to streamline access and filter relevant information.
4. **Restriction on Teacher Roles:**
   * Teachers at the Ministry of Education (MOE) will now only have the authority to manage provisional heads, limited to a maximum of 10 teachers.
5. **Usage of "Learner" Terminology: - Gift**
   * It was emphasized to use "learner" instead of "student" across the platform for consistency and inclusivity.
6. **Enhanced ELK Interaction:**
   * Enhancements will be made to the ELK (Electronic Learning Kit) interaction features to improve user experience and effectiveness in educational delivery.
7. **Preference for PTA Involvement: -Collins**
   * Parent-Teacher Association (PTA) engagement will be prioritized, with features to facilitate parent participation and communication within the platform.
8. **Material Access for Parent Accounts: -Collins**
   * Parent accounts will be equipped with access to educational materials to support their engagement in their child's learning process.
9. **Refinement of Messages: -Collins**
   * Messages directed to teachers will be modified to emphasize teacher-parent interaction, fostering better collaboration and support for student learning.
10. **Zone level interaction: -Collins**

* To segment schools into zones and foster communications within the zones.

1. **Teacher parent interactions feedback to management Reports (ZOCS):**

* ZOCS to have access to interactions/activities between parents/PTA and teachers.

1. **Enrollment:**

* To show how many learners a school has

**Action Items:**

* Development team to implement the blog feature specific to DRC.
* Update platform terminology to reflect "District Administrator" instead of "DEBS".
* Organize and incorporate contacts for ministry documents based on geographical locations.
* Restrict teacher roles to managing a maximum of 10 provisional heads.
* Revise platform language to consistently use "learner" instead of "student".
* Enhance ELK interaction features for improved educational delivery.
* Prioritize PTA involvement and develop features accordingly.
* Equip parent accounts with access to educational materials.
* Refine messaging to promote teacher-parent interaction.

**Next Meeting:** Scheduled for to review the progress on action items and discuss further enhancements.