**Kick-off Meeting Minutes**

**Project:** Developing a Real-Time Weather Data Dissemination System & Mobile Application for Public Safety in Rwanda – PoC (Meteo Challenge)  
**Date:** 20-08-2025  
**Venue:** Meteo Rwanda Head Office

**Meeting Participants**

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| **#** | **Name** | **Institution** | **Position** |
| 1 | Aime Jean Baptiste AKIMANA | Hydrasoft Ltd | Business Analyst |
| 2 | Stephanie Umutoni | Hydrasoft Ltd | Quality Assurance |
| 3 | Rene Fabrice Dushime | Hydrasoft Ltd | Chief Executive Officer |
| 4 | James Kagaba | Meteo Rwanda | Observation Supervisor |
| 5 | Akumuntu Athanase | MINEMA | Acting CDO |
| 6 | Christian Bikorari | Meteo Rwanda | Data Quality Manager Officer |
| 7 | Vedaste Iyakaremye | Meteo  Rwanda | Data Observations, Quality Control and Processing Division Manager |
| 8 | Godfrey Habukuri | Meteo Rwanda | Telecommunication Division Manager |
| 9 | Dr. Rene Kabalisa | RISA | Principal R&D |
| 10 | Aimable Gahigi | Meteo Rwanda | Director General |

**Agenda**

1. Introductions of all participants
2. Assigning team members from Meteo Rwanda
3. Approval process for deliverables

**1. Introductions**

* **Dr. Rene Kabalisa (RISA)** welcomed all participants, emphasized the importance of Public Procurement for Innovation (PPI), and expressed appreciation for the commitment of the stakeholders involved in this initiative.
* **Mr. Rene Fabrice Dushimem (CEO, Hydrasoft Ltd)** thanked the stakeholders for the trust placed in Hydrasoft Ltd and assured participants of Hydrasoft’s commitment to delivering a high-quality solution within the agreed timeline.

**2. Assigning Team Members**

* Meteo Rwanda agreed to designate specific technical and operational staff members who will actively participate in the project.
* The assigned team members will collaborate closely with Hydrasoft Ltd to ensure smooth project execution and knowledge transfer.
* The Director General of Meteo Rwanda reiterated the institution’s readiness to make its team fully available to support the project.

**3. Approval of Deliverables**

* It was agreed that all project deliverables will undergo a three-level approval process:
  1. Initial approval by Meteo Rwanda
  2. Review and endorsement by RISA
  3. Final validation by PwC
* The project is expected to be completed within a **four-month period** following this approval structure.

**Action Points**

1. **Meteo Rwanda** to share the official list of assigned project team members.
2. **Meteo Rwanda** to provide a working space that can accommodate four (4) project team members during the requirements gathering and documentation phase.
3. **Hydrasoft Ltd** to include a detailed calendar of required meetings in the inception report to enable Meteo Rwanda’s team to plan effectively.
4. **Project Governance:** Bi-weekly progress review meetings will be held throughout the development phase to monitor milestones, address risks, and ensure alignment across all parties.