**CONTAINS PROPRIETARY INFORMATION**

**MINUTES OF STAFF MEETING HELD ON THE 5TH OF OCTOBER, 2020 AT THE BOARD ROOM**

**ATTENDANCE:**

**Engr. Maxwell Esan - GMD**

Mrs. Lauretta Chinenye - Head Business Development

Mr. Akinniyi Rotimi - Accountant

Ms. Iyoyojie Adesua - HR/Admin

Mr. Abimbola Ogunmola - IT Manager

Ms. Oki Peter - Software Developer

Mr. Auta Amos - Head, Maintenance

Ms. Divine Ifeonyemetalu - Sales/Marketing

Mrs. Augustina Okolo - Sales/Marketing

Mr. Uriel Olusegun Ojogbede -Operations Manager, Laukamz

Ms. Nneke Ifeyinwa - EPA to GMD

Ms. Unaogu Vivian Nnenna - Front Desk (Secretary)

The meeting started at 8:30am with a short prayer led by Mr Peter followed immediately by the reading of the minutes by Ms. Vivian.

An observation was raised by Mr. Uriel on performance evaluation which was a day’s grace and not a week as recorded.

The minutes was adopted by Ms Adesua seconded by Mr Rotimi.

**Departmental Reports**

**Accounts**

internal audit backup on CNX247 still pending also, expense report still not working on CNX247v2.

**Admin/ Human Resource**

Performance evaluation has been done and everyone should have seen his or her supervisors’ review, Ms Lauretta hasn’t evaluated the software developers yet due to her unavailability. Laukamz training took place last week Friday, while this Friday will be used for safety management system training.

**Cswitch/IT**

Changes has been made on CNX247v2, regarding requisition, people on the approval process are Mrs. Lauretta, Mr. Akinniyi Rotimi, and GMD. CNX247v2 has been moved to **connexxiongroup.cnx247.com** and all staffs are advised to make use of the current version2 of CNX247, Logistic module is still in progress.

Ihumane notification is working and staffs should endeavour to always check their notifications as often as possible.

Mr Abimbola asked if a link on Ihumane could be added to CNX247 for easy access.

A presentation was made on Ihumane mobile app by Mr Timothy and a lot has improved and possibly the mobile app will be launched this month, a presentation was also scheduled, while a deadline was given for the 14th October to Mr Timothy on the mobile version.

Maintenance was done last week on CCTVs, printer requisition for Laukamz, HR and general printer his yet to be raised, but a conclusion was made on getting a general printer.

**Marketing**

No deals have been sealed yet. White Avenue confirmed they have vendors on Smart homes, and our pricing is huge compared to their vendors, Mr Abimbola suggested a one-on-one with them to scheduled so they understand the difference in products being supplied.

Bstan Group boss is not around at the moment, deals are currently on hold.

Real estate sites at Katampe and Kado were visited, 5 people were interested in automation and CCTVs, those leads will be followed up this week.

A school in Port Harcourt with about 314 students wants costing per head for SchoolPro.

A Reps member wants CNX Presence of $18,000 but wants to pay twice (within a period of 14days).

**Laukamz**

Were supposed to meet with the GMD on the pricing but was not possible, a follow up on Ministry of petroleum on the proposals that was dropped but access was not granted due to Covid19 guidelines that was placed, one must have an appointment before entry. EFCC and other ministries asked to come back for a follow up.

**GMD joined the meeting at 9:53am.**

GMD asked for an update on Marketers leads and deals so far. Mrs. Lauretta gave rundown on everything her team has achieved so far such as CNX Presence sale to a Reps member who wants to pay twice ($18,000), Mr. Uriel is to submit GAP Analysis proposal to NSITF, she also stated the challenges they face such as Mr. Uriel not having access to follow up on the NNPC proposal which GMD promised to follow up on later.

Mrs. Lauretta also ran an idea by the GMD for the development of a Prison Management System (PMS) for the government.

Mr. Oki Peter updated the GMD on the status of testing version 2 of CNX247 saying, non-functional testing was done last week and we are moving into functional testing this week.

GMD gave a deadline of November 10, 2020 for everything on CNX247 and ihumane to be concluded in time for the product launch on December 10, 2020.

The Development of the two products (CNX247 & ihumane) was a milestone no doubt; it would be very bad if it didn’t generate substantial revenue in 12 months. Whistle, hoping we all put in effort to generate something reasonable so we have something tangible to celebrate on the 18th of Dec End of the year party.

Budget cycle ends on Dec 31st and is therefore a litmus test for Mr. Uriel because a lot of things would come up between October and November hence he has to be very strategic while noting the little things and doing the barest minimum such as making friends with the heads of training, procurement etc in key government establishments in other do deliver on what is expected of his position.

**A.O.B**

Ms Adesua encourages staffs to take courses on project management.

The meeting ended at 10:11am with an adjournment moved by Ms Adesua Iyoyojie seconded by Mr Akinniyi Rotimi.

Ms Unaogu Vivian N Mr. Abimbola Ogunmola

Secretary IT Manager