**CONTAINS PROPRIETARY INFORMATION**

**MINUTES OF STAFF MEETING HELD ON THE 6TH SEPTEMBER, 2021 IN THE BOARDROOM**

**ATTENDANCE:**

Ms. Lauretta Chinenye Head, Business Development

Mr. Akinniyi Rotimi Accountant

Ms. Iyoyojie Adesua HR/Admin

Mr. Pius Junior Ekeh Team Lead, C-Switch

Mr. Darlington Ikenna Sales/Marketing

Mr. Uriel Ojogbede Operation Manager, Laukamz

Mr. Abimbola Ogunmola Technical Manager

Ms. Frances Okeke Front Desk (Secretary)

Mr. Ubong Abasi Digital Marketer

**Excuse**

Ms. Nneke Ifeyinwa EPA to GMD

The meeting started with a short prayer led by Mr. Rotimi at exactly 8:34am. The minutes were read by Ms. Adesua.

The minutes were moved by Mr. Rotimi and seconded by Ms. Adesua.

**DEPARTMENTAL REPORTS**

**MARKETING**

**STRATECH-** Regards to the app the client the requested for [ON- BOARDING F.C.T DOCTORS] we couldn’t go through because they needed more of a directory which we don’t offer.

Mr. Darlington asked them to always reach out to us for any other IT related service we could offer.

**SOW ESTATE**- Mr. Darlington called them and he was told that the reason why there is a delay is because the MD is not on seat but as soon as she comes back, they would make payment.

**NEWS-ENGINERRING**- Mr. Darlington was informed by the PA [Mr. Ezekiel] that the deal has been approved. But the Head of operations needs to give the final approval and as soon as that is done, they would make payment for the fibre optics.

**C-SWITCH**

We-moove- Actually getting to an end with Bazi [value added service] on we-moove and hope to migrate both the value-added service and the monify integration from testing phase to live phase. Mr. Pius went further to explain how the value- added services works e.g we currently have an account with the company [CAPRICON] that needs to be funded, if there is any purchase through our platform for any of the services then it deducts from our account with them, so we determine how we take the money back from the customers. There is no idea yet if there would be a minimum amount that we must fund our account with yet but by the time we migrate to live we should be able to determine that. Monify has been fully integrated and how to migrate to live this week. Having achieved the two critical components on We-moove, We-moove is ready to fly.

I-Gov- currently working on dashboard and notifications. Also trying to strengthen the electronic meeting we have on I-Gov to be able to put in features that are obtainable in today’s video conferencing application, also working on procurement. They got a manual on public service procurement which they are digging into now.

Mr. Pius mentioned that they had a demo with the GMD at the immigration service, he stated that currently the immigration service is using edms [document management system] for their approval and sanctions. However, their discussions ongoing to make them understand that a government ERP would be better. They also have pockets of other demos with Ubong on CNX-247 and expecting another one with Ms. Adesua [HR] on iHumane which didn’t hold on Friday.

Due to the change issues commercial drivers face, Mr. Rotimi asked if our wallet could be used to make payments even if they don’t make use of the we-moove app for transportation. Mr. Pius said yes, that it can be done, because the idea of the wallet is to ensure people use it regardless of whether they are using it for transportation.

**LAUKAMZ**

**MLS Property** said they’ll get back to us this week.

**ICARH**- The HR responsible was on leave last week,but scheduled a meeting on Tuesday.

For the other companies Mr Uriel contacted, he is yet to get a response from them.

**BUSINESS IN A BOX**- Mr uriel spoke to peter and Mr. Pius, they agreed that it might be better to have it on the Laukamz website since its sync with most of the content on the platform.

**DIGITAL MARKETER**

Mr. Ubong stated that they had an ERP demonstration with Memose International Limited and were interested in CNX-247 ERP software. They requested a proposal and would also follow up on it this week. He intends to run an ad on the iHumane website and try to get more leads into the funnel and get more signups. Mr. Ubong stated that he would also work on cyclic content and the new telecom website, and that he hoped to have more demos ready to go this week.

Regard to the book keeping training, Mr. Ubong stated that he is also working on that and intends to push the date further down because of the time intervals and other tasks he needs to tidy up. He also said he’ll seize the opportunity to do more ads so that people will come on board.

**SUPPORT**

Regarding the server issue the C-SWITCH team raised last week, Mr. Abimbola stated he had a meeting with Mr. Pius and they discussed the solution they are currently using. However, they plan on working out something they requested, which is to be able to send mail directly from our server, which they will be looking into this week. He mentioned that he couldn’t work on it last week because of the US embassy sightseeing and bid document on CCTV he was pushing and currently working on their quotation.

Mr. Abimbola stated that they did a little configuration on the access points in the office where different locations have different passwords in order to manage the bandwidth and minimize the usage properly.

**HR DEPT**

Ms. Adesua stated that we would have to keep searching for a social media manager since she is yet to find a competent hand.

Mr. Ubong requested the ATM, and Ms. Adesua inquired if he had received the card.Mr. Ubong acknowledged that he received the ATM card. Mr. Rotimi asked he always returns it whenever he is not making use of it.

**SUGGESTION RAISED**

Mr. Ubong suggested we make plans to attend HR event coming up in Lagos to be able to sell our ERP software

**ACCOUNTING DEPT**

Mr. Rotimi apologised for the late salary payment. He also mentioned all hands should be on deck to ensure the company make profit for the month.

The adjournment of the meeting was moved by Ms. Adesua, and seconded by Mr. Darlington. The meeting ended at 9: 18am.

Frances Okeke Ms. Adesua

**Front Desk** [**Secretary] HR/ADMIN**