**MINUTES OF STAFF MEETING HELD ON THE 16TH OF MARCH, 2020 AT THE BOARD ROOM**

**ATTENDANCE:**

**Engr Maxwell Esan -GMD**

Mr. Jerry Ohiwerei - HOP

Ms. Oluwaseyi Paula - Legal Adviser

Mr. Akinniyi Rotimi - Accountant

Ms. Iyoyojie Adesua - HR/Admin

Mr. Abimbola Ogunmola - IT Manager

Mr. Auta Amos - Head, Maintenance

Ms. Elizabeth Olorunleke - Software Developer

Mr. Peter Edwards - Software Developer

Mr. Joseph Gbudu - Software Developer

Mr. Andrew Oroko - Sales/Marketing

Ms. Amarachi Sonia David - Sales/Marketing

Ms. Unaogu, Vivian Nnenna - Receptionist

Ms. Nneke, Ifeyinwa M. - Secretary to the GMD

The Meeting started with a short prayer led by Ms. Vivian at 8:39am. It was followed immediately with the reading of the last meetings’ minutes by Ms. Ifeyinwa.

The minutes was adopted by Ms. Vivian and seconded by Ms. Adesua.

**Departmental Reports**

**Human Resource**

gave updates on the HMO plan (Hygeia) and informed the house that an invoice of **N1,500,000** was given. As such, new employment letters will be prepared for all members of staff to include all deductions.

**CSwitch**

Software developers listed the following needs; a printer, coffee table, white board with markers and sticky notes.

The developers are considering future projects (products) such as; Hotel Management System, Sales Management System, Entertainment software solution for Abuja (What’s up Abuja).

**Marketing**

Workflow & School Management System (SMS) would be ready shortly and every marketer is expected to know the product developed extensively. As such, several trainings would be held within the course of the week.

**ECOWAS Bids**

Mr. Amos has been asked to print out the details in order to allow Mr Ademola work on it as soon as possible.

For PTDF and PEF Proposals, the GMD raised an observation that our proposal was not specific enough.

Developers were asked to prepare workflow solutions materials for members of the marketing unit in collaboration with the IT manager in order to tailor them into our proposals. Andrew is to research workflows and come up with possible features to be added to the product.

Billard Construction is already considering our proposal and they have a 1% payback option on each day of delay on project delivery.

Bauchi project is still ongoing.

**AOB**

The Technology Fair scheduled for the 12th-13th March has been postponed to 8th-10th of June as a result of the COVID-19.

**GMD Joined the meeting at exactly 10:05am**

**HOP updated the GMD on the following;**

* Proposals sent out so far and CRM set up for Marketing staff to track and follow up on leads.
* Billard Construction deal for smart homes.

The GMD asked that the proposals be restructured to provide solutions for specific products.

He advised the need for speed up the delivery of the workflow solution being that the client in question has a lot of subsidiaries and also advised that they integrate third party software’s on the workflow, suggesting that the developers share tasks to speed up the process.

The GMD added that there would be a charge back on the developers if they do not meet up with their deadlines for the solutions which are;

* End of March for the workflow solution
* 2nd week in April for School Pro

A meeting has been arranged with a company that is into shipping, logistics and manufacturing etc for the 26th March 2020 and they have requested a module of demonstration to fit all their subsidiaries; Hence, developers are expected to get on it as top priority to ensure that the deadline for the 26th March is met.

Meeting ended at exactly 10:34am.

Nneke, Ifeyinwa M Mr. Jerry Ohiwerei

Secretary Head, Operations

Engr. Maxwell Esan

Group Managing Director.