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| **Meeting Name:** | Technical meeting on SharePoint comment tracking | | |
| **Date of Meeting:** | September 3, 2021 | **Time:** | 2:00 PM |
| **Meeting Facilitator:** | AH Consulting | **Location:** | ERA |

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| **1. Meeting Objective** |
| Technical Meeting for addressing previously raised question on minute meetings |

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| **2.Attendees** | | |
| **Name** | **Department/Company** | **Email Address** |
| Francis Zziwa | AH Consulting | fzziwa@ahcul.com |
| Denny Hailu | AH Consulting | dennyhailu@gmail.com |
| Marta Tesfaye | ERA | martates2008@gmail.com |
| Yenenesh Alemu | ERA | yenenesh1216@gmail.com |
| Samuel Negash | IE Network Solutions | samuel@ienetworks.co |
| Henok Petros | IE Network Solutions | henok@ienetworks.co |

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| **3. Meeting Agenda** | | |
| **Topic** | **Topic Raised By** | **Time** |
| Review last week’s meeting minutes and confirm that the comment raised have been addressed | AH Consulting |  |
| Get ERA’s response on issues raised during the demo session | IE Network Solutions |  |

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| **No** | **Topic/Discussion Notes** | **Discussion Raised By** |
|  | The meeting started with Francis reviewing the meeting that was held on August 27, 2021 and asked the status of action plans. Then Samuel projected last week’s minute report and went on to give explanations for each points raised | Francis Zziwa |
| 1 | Regarding with the notification email that the workflow sends for users, it was asked on the previous meeting to update the content of the email and at today’s meeting AH team brainstormed a template on how the email format should look like.   * No Due date, rather a reminder date that notifies users should be included. * Requested by and Requested date information should be included * The email should be in a bulleting for rather than just being like a plain text.   A disclaimer should be included that states the email in a non-replay email. | Samuel Negash |
| 2 | The next point raised was about the dummy data to be included to the system. This has been completed and Samuel demonstrated DDG pages that has a dummy data included that ERA sent. This data’s included are   * News * SOP documents * Job announcements * Vision, mission and values   It was asked to create a separate page for Human resource different from Human resource DDG for solely uploading memo, job applications, policy updates, announcements which will be visible to all users of SharePoint IE team requested to collect more contents to be included in the system. | Francis Zziwa, Samuel Negash |
| 3 | The next comment was concerned about editing documents after it have been approved, Samuel explained that in the cloud version of SharePoint, approved documents can be changed to PDF format. But in the premise version, which ERA will be using, on approved documents can we can revoke an edit access to users. Samuel then stated that IE will finalize this after server migration configuration is completed. | Francis Zziwa, Samuel Negash  Marta Tesfaye  Yenenesh Alemu |
| 4 | The next comment addressed was about the site change request.  Abbreviation- Samuel showed all Directorate and DDG with updated name. ERA requested to also include team that are under each DDG. Some DDG that ERA sent had some repetition and unclear parts so IE requested ERA to share updated contents.  Who is who page- Not all images of directorates and board members are sent from ERA, which was an action plan for ERA on the minute meeting held on August 27, 2021. So Samuel asked ERA to finalize sending all images needed to be included to the system.  Footer- Samuel explained that SharePoint on premise version doesn’t include footer so customization is needed from IE side.  Dashboard activity- ERA and AH team requested to include analysis and monitoring of every users activity in the system. Samuel showed a sample analysis for each site but it is needed to be consulted with IE team for having activity analysis of the overall page of SharePoint. | Francis Zziway  Deeny Hailu  Marta Tesfaye  Yenenesh Alemu |
| 5 | Finally Samuel showed a demo for task assignment workflow. He also showed how status of tasks will look like and how to update details in the system. ERA and AH both agreed that it was good to go. | Samuel Negash |

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| **Action/s to be taken after meeting** | **Responsible Party** | **Expected end date** |
| To come up with a solution for sending of summary report for directorates on unapproved tasks that a user hasn’t completed | IE Network Solutions |  |
| To finalize building a custom job application form for Human resource DDG | IE Network Solutions |  |
| To create a separate page for human resource which will be visible for every users | IE Network Solutions |  |
| ERA to provide high quality images, names and position of ERA board members | ERA |  |
| IE to show a demo for revoking an edit access for users once a document is approved | IE Network Solutions | After network and server migration is complete |
| ERA to send names for list of teams under each DDG, Update and send DDG names for “Road assets” and “Construction project management” | ERA |  |
| IE to demo a customized samples for footers to be included on the premise version of SharePoint | IE Network Solutions |  |
| ERA to show a clear and detailed letter tracking process | ERA | For September 6, 2021 |
| IE team to have a discussion on how the user activity and log tracking will be like on the premise version | IE Network Solutions |  |
| To send a page that shows pros and cons of SharePoint comparing with Knowledge management system | IE Network Solutions and ERA |  |

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| **Next Meeting** | | | | | |
| **Date:** | September 10, 2021 | **Time:** | 2:00 PM | **Location:** | **ERA** |