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| **Meeting Details** | | | |
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| **Project name:** | Technical meeting on SharePoint comment tracking | | **Meeting No:** |
| **Location:** | ERA | **Date:** August, 13 2021 | **Time:** 2:00 PM |
| **Attendees:** | Attendee name: | **From ERA**   * Francis * Deeny * Amir * Martha | **From IE**   * Samuel * Henok |
| **Optional Attendees:** |  | | |

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| **Meeting Agenda**   1. To go over the comment tracker for SharePoint for ERA and If previous comments have been addressed. 2. Get ERA’s feedback on how to address issues raised during the demo session. |

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|  |  | **Who** | **Deadline** |
|  | The meeting started by stating which issues were raised from ERA on the current SharePoint configuration and what ERA team expects from IE from previous comments given. The question raised was,   * Workflow * Benchmarking and professionalism * Technical team training plan * Additional changes   Samuel projected the comment tracker document and started going through the comments raised previously by ERA one by one.  The first comment was about Workflow configuration.  Samuel then showed a demo of the current workflow status and approval levels of the system.   * ERA team demanded to see every detail step on workflow management, not just the approval and rejection steps, as per the requirement. * They also expect the workflow to be demonstrated for every Directorate. Mainly ICT directorate, HR, and Finance. | Francis  Samuel -  Deeny  Samuel  Samuel  Amir  Deeny  Deeny  Samuel  Amir  Amir  Francis  Francis  Francis |  |
| The second comment was about Notification through email and Samuel showed how an expert, a team leader, and a directorate gets notified through an email after every action. ERA team asked for   * The notification email to be more descriptive. Details like assigned date, due date, assigned by, assigned with standard format should be included. * The File (document) title naming should be standard * The naming of the workflow contents needs to be changed (Approver1, Approver2 needs to be changed to Team leader, DG, and the respective names.)   They then suggested if SharePoint can reject file names that are not in a standard format (if any document name out of the standard naming is rejected or will the system asks to rename it). Then Samuel answered to discuss it with IE team if this is within the scope of the requirements.  The next question raised by the ERA team was the lifetime of the approver. If the approver doesn’t approve the document, how long will it stay on the system? Then Samuel answered that SharePoint workflow has a reminder for the approver to do his or her task.  The next comment addressed was about dummy data and contents from selected directorates be seeded to the system. Samuel answered that we are still waiting for formal content to be sent from ERA responsible teams.  The next comment addressed was, Human resource's job requesting requirements and job applying format to be sent from ERA side. Samuel answered that we are still waiting for their content to be sent.  The next comment addressed was for knowledge base. They asked to add subfolder for every directorate under each folder of folders. And Samuel confirmed that it will be added.  Alert messages that will track the log of every user have been demonstrated by Samuel and they asked if it is possible to see when an unauthorized user tries to access a document then will it send an alert message. Samuel stated that the system provides who viewed, who posted, and who edited according to the requirements.  The next comment addressed was on digital signature and they asked if an approved document can be automatically changed to PDF document format (or if an editing option is turned off once a document is approved). Samuel stated to discuss it with IE team.  Samuel recommends if in DDG level there should be a document library between only team leader and DG if sending a sensitive document is required. This question was raised from demo sessions held with districts repeatedly. ERA team said they will decide on it.  ERA team asked if the document management can work both locally and on the web app. Samuel answered this question by explaining, once their (ERA users) email address is integrated with SharePoint, they can manage their documents on both local and web-app systems.  The next comment addressed was about the Homepage user interface. They said that the current homepage doesn’t fully express ERA organization and it is underwhelming. They asked if   * More visualization is customized to the interface. Sizing visualized buttons structure and more. * More Branding. ERA logo needs to be re-sized on the footer, the color of ERA needs to be shown more. * More quick links buttons   Also on the footer of the site, Social media links, quick links and more information needs to be added.   * Who is who page needs to be included. A pictorial representation of DDG, DG, and top management representatives needs to be shown with their job title described on a different page (every DDG with their respective hierarchial structure.)   ERA side also requested to have a SharePoint dashboard where it shows detailed information of the activity of the system.   * Who is posting what * Which directory is inactive and which directory is doing effectively * Site analytics   ERA side asked for IE Network to share security slides and post demo session.  ERA sides asked for letter tracking to be finalized. |

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| **Action plan**   1. ERA requested to see sample test sites for the homepage of share point. 2. ERA needs a date timeline for when will be a workflow will for ICT directorate. 3. IE team and ERA ict team need to come up and agree with a more customized homepage template. 4. IE has a schedule for a training session on every Monday afternoon except August 16. 5. Adding every directorate in a folder structure for the Knowledge base. 6. Receiving contents from ict and HR to seed to the system. |