ERA SharePoint minute meeting key points for your reference for updating purpose

* Whatever we add or update on online server, we write scripts to migrate it to the premise server when we get a go ahead from the clients….which means we can update it as much as we can to get the final output.
* SharePoint is not just a software development, it is also a system development so updating and configuration it in online server is the best way of approach.
* Action plan----next Friday they expect us to present the full workflow.

\*\* Letter Tracking --- give us a detailed document on what are the fields that are on the letter sheet, briefly on how the letter moves in the system and the business process.

\*\*Reporting --- Further inquiries the same as Dashboard activity page

Action plan to give an official response on meeting with Partners

**ACTION PLAN PREVIOUS (23, 08, 2021)**

**From last week’s action plan**

1. **Wednesday to send updated proposal**
2. **ADDRESSED**
3. **AM NOT SURE**
4. **NOT ADDRESSED to send an official memo**
5. **ADDRESSED but not finalized at all --- On Monday meeting, it must be mentioned to MoT management about transport, Computer machine availability…**
6. **AH to guide MoT for understanding what they really want and require**

**ISSUES RAISED**

**Meeting repetition**

**Requirement signoff, this needs to be escalated to management levels.**

**Deployment plans and training plans**

**Responding to emails**