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| **TASKS OF THE TECHNICAL MEETING HELD ON MONDAY 16TH, MAY 2022** | | | | | |
| **No** | **Tasks** | **Action** | **Date Assigned** | **Date Deadline** | **Comment** |
| 1. | To start requirement gathering on technical alliable for work program. | Paul | 06/12/2021 | 06/12/2021 | WIP |
| 2. | To draft a timeline for work program | Paul | 24/1/2022 |  | This phase would come after we receive the current feedback. |
| 3. | To follow up with the Ministry of Works' Assistant Director of Information and Communications Technology to find out when they are preparing their own tender. | Ekene | 07/02/2021 |  | WIP |
| 4. | To provide firsthand information about the commission's activities. | Ekene | 06/12/2021 |  | Continuous report |
| 5. | To give first-hand information on the happenings in Authority | Kaayang | 06/12/2021 |  | Continuous report |
| 6. | To provide a detailed report on the work done so far on technical alliable. | Ekene | 25/04/2022 |  | WIP |
| 7. | To Provide a detailed report on the frontend of AUS II project development. | Oluwasegun Daniel | 09/04/2022 |  | Continous Report |
| 8 | To Provide a detailed report on work program project development. | Silas | 16/05/2022 |  | Continous Report |
| 9. | To give a detailed report of the end to end testing on the NSC project | Bisi | 16/04/2022 | 19/05/2022 |  |
| 10 | To meet with Bimbo & Mr. Kamaru to discuss ALPS contract proposal | Kaayang | 16/05/2022 | 25/05/2022 |  |
| 11 | To meet with Mr. Kamaru and Mr. Oseni in order to secure an office space for BrandOne. | Ekene | 16/05/2022 | 26/05/2022 |  |
| 12. | To work with the project department (PMO) to have a project timeline for ROMS upgrade | Damilare | 16/05/2022 | 27/05/2022 |  |
| 13 | To give a comprehensive report on the Nasarawa trip (RIEMS) | Damilare / Paul | 16/05/2022 | 24/05/2022 |  |
| 14 | To follow with Abisabo on the REIMS project mandate. | Paul | 16/05/2022 | 16/05/2022 | WIP |
| 15 | To work with Mr. Kamaru to obtain an updated comprehensive migration plan of all their portals | Adeola | 16/05/2022 | 24/05/2022 | WIP |
| 16 | To give the list of the revenue heads included in the submitted REIMS project report. | Damilare / Paul | 16/05/2022 | 24/05/2022 | Done |
| 17 | To send mail to commission on the list of users on smart inspector portal. | Bisi | 16/05/2022 | 16/05/2022 | WIP |
| 18 | To build a comprehensive scope of work involving all the sub-modules for the Lagos State material testing lab. | Ibukun | 16/05/2022 | 27/05/2022 | WIP |
| 19 | To meet with Mr. Oseni to request for the official federation account number for Authority. | Kaayang | 16/05/2022 | 23/05/2022 | WIP |
| 20 | To send an official reminder email to Mr. Amos with Mr. Kamaru in copy concerning HPP process flow amendment. | Chidozie | 16/05/2022 | 24/05/2022 | WIP |