

MEETING MINUTES AT DV SCORPS COMPANY

3/10/2016 AT 1:05PM TO 2:05 PM

MEETING CALLED BY	Executive Director: Mr. Vincent Shekibula
NOTE KEEPER	Eunice Jengo
TIME KEEPER	Eunice Jengo
ATTENDEES	Signatures
1. Mr. Vincent Shekibula	
2. Mr. Frank W. Kusila	
3. Mr. Fredrick Amani	
4. Mr. Mikidadi Richard	
5. Ms. Eunice W. Jengo	
6. Ms. Joyce Pantaleo	
7. Ms. Maria P. Malamsha	
8. Mr. Mathew M. Rugaimukamu	

AGENDA TOPIC	PRESENTER
1. Introduction	Mr. Vincent Shekibula
2. Responsibilities	Mr. Vincent Shekibula
3. Work ethics	Mr. Vincent Shekibula
4. System Review	Mr. Vincent Shekibula

1. INTRODUCTION

The Executive Director introduced the new employees who just joined the team to the General Manager, Mr. Frank W. Kusila.

2. RESPONSIBILITIES

Every new member was given a responsibility for the projects that will be done at DV Scorps, one of them being Info-Elimu. Here are the names of the employees with their responsibilities:

- Ms. Eunice W. Jengo – Project Management Officer
- Ms. Joyce Pantaleo – Quality Management Officer
- Ms. Maria P. Malamsha – Technical Sales Officer
- Mr. Mathew M. Rugaimukamu – Business Development Officer

3. WORK ETHICS

The Executive Director pointed out the following about work ethics:

- Every employee should do his/her responsibilities and accomplish assigned tasks on time
- Employees should not do activities not related to work during office hours, like watching movies, etc.

4. SYSTEM REVIEW

The platform Info-Elimu was presented and reviewed by the Executive Director and all members respectively. He pointed out things to be modified on the website, particularly on the TAMONGSCO page and Catholic Diocese of Kilimanjaro page.