**Update 17 July 2020**

As per the validated TOR, the following are the deliverables:

            1.  Project Initiation Document

            2.  Project Plan comprising of

a)      System requirements

b)      System Design

c)      System Development

d)      Test and deployment plan

3.      Fully functional digital platform

The following are the tasks which were distributed to the Team:

1. Brian Mwansa to enhance the Risk and Issues Section and populate the Initial Risk and Issues Log Table.
2. Brian and Bridget to prepare the Requirements List - Annex A
3. Peace to provide provide details requirements list  -Annex A.
4. Peace and Tshiamo to relook at budget estimates and breakdown.
5. Peace to breakdown the 6 deliverable timelines.
6. Jacob to merge the 2 table of deliverable/timelines.
7. Jacob/Peace to breakdown the roles and responsibilities of the Project Teams
8. Michael to review the table of ongoing cost and any other migration cost to SADC Secretariat

Received inputs by 17 July 2020

1. PID contributions from Peace
2. PID contributions from George.
3. Project Plan Checklist for System Requirements

The Team agreed to convert the PID to Project Plan and Jacob was tasked to finalize it and be ready for the next meeting