

Aimsoft RE-UNION Pre-project planning briefing held at Aimsoft's Boardroom on 12th October 2016.

MEMBERS PRESENT

1. Edgar Odinah (Head of Projects-The Chair)
2. Alexander Macharia
3. Stephen Munyao
4. Humphrey Kiboi

Agenda

Pre-project briefing.

Proceedings

Minute 1: Pre-project Briefing	✓ Meeting called to order by Chair at 1.45Pm, Edgar Odinah.	Edgar
Minute 2: System deliverables	<p>✓ Re-union's project is a complete package, therefore Aimsoft shall, supply, install and customize the following integrated AIMS insurance application modules and related software within the timeframe indicated in the implementation schedule.</p> <ol style="list-style-type: none">i. AIMS GENERAL BUSSINESS.<ol style="list-style-type: none">a. Underwritingb. Claimsc. Reinsuranced. Accounts Receivablee. E-commerce/Mobileii. AIMS FINANCIALS.<ol style="list-style-type: none">a. General Ledger.b. Front office.c. Payroll.d. Fixed Assets Management.e. Purchasing.iii. AIMS MARKETING<ol style="list-style-type: none">a. Customer relationship management.b. E-commerce/Mobile.iv. RELATED SOFTWARE.<ol style="list-style-type: none">a. Enterprise cyberquery cyberscreen.b. Linux operating System.c. Oracle Database Software.	Edgar
Minute 3: Work splitting.	✓ Alexander Macharia will handle AIMS FINANCIALS	Edgar

	<ul style="list-style-type: none"> ✓ Stephen Munyao will handle AIMS GENERAL BUSSINESS ✓ Humphrey Kiboi will handle AIMS MARKETING and will liaise with both Alexander Macharia and Stephen Munyao in implementation of the systems they have been assigned. ✓ Alexander Macharia will be the team leader. ✓ The senior consultants should cover up the less experienced one on instances that require doing so however everyone is urged to exude confidence at all times. 	
Minute 4: Accommodation and per diem.	<ul style="list-style-type: none"> ✓ Client to cater for upkeep, transport, meals and accommodation. ✓ The rate for out of pocket expenses per diem is USD \$50 payable per Monday in Malawian Kwacha. Per diem shall be paid using the USD buying rate. ✓ The client should provide a descent and secure accommodation and the consultants together with the accompanying associate consultant are advised not to check into a hotel that doesn't meet the expected standards. ✓ Re-union shall obtain Work permits for the consultants. 	Edgar
Minute 5: The contract	<ul style="list-style-type: none"> ✓ All requirements must be checked thoroughly and in case there are new requirements a change request should not be accepted without first going through the office. ✓ Project is a hybrid one and hence the first go will be shorter one at least one or two months. In the first two weeks we shall be expected to do GAP analysis/Requirements gathering after which a schedule for the project will be prepared. ✓ Data migration plan to be carried out after GAP analysis. ✓ Only do what is in the requirements document. ✓ Work should be done from Monday to Friday except when going live however the host must be authorized by Aimsoft before that is done. 	Edgar
Minute 6: Caution	<ul style="list-style-type: none"> ✓ Claims outstanding, Debtors and Reinsurance to be watched keenly because there have been a lot of issues here. ✓ Keep a low profile while in Malawi since there are a lot clients within Blantyre. 	Edgar
Minute 7: Weather	<ul style="list-style-type: none"> ✓ October is the hottest month in Malawi while November, December and January are months for the 	Edgar

	rainy season. May, June and July are the coldest Months.	
Minute 8: Preparation	<ul style="list-style-type: none"> ✓ Each consultant to advice on the system that will be deployed at Re-Union. Most preferable Amaco or Sanlam's systems. ✓ Preferable version for deployment should be the latest version of CQCS. ✓ Each associate consultant urged prepare thoroughly for system that he has been assigned. ✓ Humphrey urged to familiarize himself with the CRM, Web and Mobile Apps. 	
Minute 9: Questions	<ul style="list-style-type: none"> ✓ Alex- Asked if he can deploy at General Alliance while at Re-union? Edgar-Edgar responded that he shouldn't deploy anything to any of the sites apart from the ones sent to. ✓ Steve- Asked if it is possible to get business cards. Edgar responded that whoever needs business cards should fill requisition forms which can be obtained from Simon. 	

Meeting was adjourned at 2.53pm

Name and signature

Date

Chairman

Secretary

Witness
