***Date: May 22, 2024***

***Time: 10:00 AM to 1:00 PM***

***Venue: Soc War Room***

***Meeting Chairperson: Musa Issah***

***Compiled by: Kofi Asiamah Darko-Mensah***

***Members Present:***

***1. Patrick Keli Atitsogbui***

***2. Naabe Margret Ekpedzor***

***3. Seth Asafo***

***4. Francis Kusorgbor***

***5. Andrew Obeng Tenkorang***

***6. Kofi Asiamah Darko-Mensah***

***AGENDA:***

1. Presentation of Documents

2. Assignments and Activities

3. Any Other Business

***PRESENTATION OF DOCUMENTS:***

The meeting commenced with the presentation and discussion of two crucial documents: Critical Data Guidelines and Data Guidelines. Due to time constraints, the discussion primarily centered on these documents.

***CRITICAL DATA GUIDELINES:***

- Emphasis was placed on defining critical data in accordance with Act 772, 771, and referencing legal acts for guidelines.

- Specific points were highlighted for refinement, including defining regulators, drafting standards, and developing an incident response policy.

- It was agreed upon to involve stakeholders in discussions regarding standards and data sharing, with plans for subsequent meetings and stakeholder engagement.

- Tasks were assigned, including the creation of IT policies, drafting of incident response guidelines, and uploading of drafted standards on the website.

***DATA GUIDELINES:***

- Discussion revolved around inviting MDAs for discussions on web standards, testing accessibility, and ensuring compliance.

- Points were made regarding the need to familiarize with cinematic text documentation and collaborate with monitoring and control for compliance.

- Attention was drawn to the significance of data sharing for websites, with plans to collaborate closely with monitoring and control units to ensure adherence to guidelines.

***ASSIGNMENTS AND ACTIVITIES:***

The meeting underscored the importance of specialization in chosen areas and recommended exploring training programs, such as those offered by ITEC India, for skill enhancement.

Additionally, members were urged to delve into AI management, regulation, and key concerns such as privacy, security, and rights.

***ANY OTHER BUSINESS:***

No specific items were discussed under this agenda item during the meeting.

In conclusion, the meeting yielded valuable insights into refining critical data and data guidelines, with actionable steps outlined for further development and implementation. Members were tasked with specific assignments and encouraged to enhance their skill set in alignment with emerging technologies and regulatory demands.