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| S/N | Action | Responsible | Due | Update |
| 1. | Deploy ALL 15 outstanding (Day 1 & Week 1) Individual Reports | Jeremy | Sat, 28 Nov | All 15 reports deployed for UAT Testing as at Monday evening, 30 November |
| 2. | Test and Deploy Business confirmed to Production by COB Monday   * Proposal Form on DMS * KYC Docs (ID & Utility) * Address * Title | Segun / Tony | Mon, 30 Nov | Confirmed in Pre-Prod by Business (Tony);   * Positive Test for Proposal & KYC * Title corrected * Address showing but all in one field. Not showstopper but to be fixed ASAP as it will affect statement.   ~~Deploying FIX to Production~~ Deployed and confirmed working in Production **CLOSED** |
| 3. | DMS Configuration for PreProd & Prod | Victor | Sun, 29 Nov | Confirmed in PreProd. FBNI Team to proceed to PROD. All 3 environments confirmed closed by FBNI IT **CLOSED** |
| 4. | DMS Accountable IT Officer (Enom) to provide update on issue CFO | Enom | Mon, 30 Nov | DMS confirmed for UAT, prePROD, and PROD. Documents can be uploaded via API and visible on core systems **CLOSED** |
| 5. | DMS training for FBNIT Team | Jeremy | Mon, 30 Nov | Jeremy to schedule. For completion by ~~30 Nov (Monday)~~ Tues, 1 Dec (scheduled for noon)  **Done - CLOSED** |
| 6. | Group Life Core 6 issues open | Ife | To close within the week, exact dates? | 3 updates to be deployed to UAT by 4pm WAT  **Outstanding** 3 tomorrow, Tues, 1 Dec  **Update: 3 outstanding issues is under testing. To be deployed by 7:00pm** |
| 7. | 26 Reports require updates iro format and wording | Ife | By 2pm WAT (Monday, 30 Nov) confirm/ provide schedule for report delivery, 30 Nov. **All Day 1 & Week 1 to deliver before COB 4 Dec, 2020** |
| 8. | Group Co-insurance & Claims and Exceptions Data Loading (External Auditor @Deloitte reviewing Data on Mon, Nov,30 a.m.) | Maureen / Abel | Sat, 28 Nov | 1. **Co-insurance:** 2 Exceptions (i) 5 adding to more than 100%, (ii) no data on some policies – confirmed the policies were cancelled and don’t need to be loaded).  2. Claims: TKA to load closed claims, while FBNI team tags member ID – template to be shared with TKA today, 30 Nov COB.  **Update: As agreed with TKA today, opened claims will be captured.** |
| 9. | Juliet, Abel and one other person to propose (to CFO) how to assign member numbers to Group Policies & Claims & resolve Co-insurance exceptions | Juliet / Abel | Mon, 30 Nov | (Oluwaseun Idowu) working on this and it shall be reviewed with Abel / Juliet and shared on 30 Nov with CFO and then TKA  **Same as point 8** |
| 10. | Batch upload for Bank Statements upload to be handed-over to FBNI Team to Test (23 000 ongoing – check performance) | Nwala | Sat, 28 Nov | Done & Tested in both Pre-Prod & Production. Production upload in progress with matches already showing at time of meeting. Final confirmation on completion of process Jeff to confirm 1 Dec 2020  **Done** |
| 11. | Check receipted items flow back to Underwriting; not able to view | Nwala | Sat, 28 Nov | Confirmed in PreProd by Sunday Eugene with Chinwe/ Jubril. Pending Production confirmation. |
| ~~12.~~ | ~~DMS Configuration for UAT, Pre-Prod and Production to enable KYC; underwriting cannot commence without this issue resolved~~ | ~~Victor~~ | ~~Sat, 28 Nov~~ | Duplicate |
| 13. | ~~Proposal Form PDF to validate captured details in Alpha (from Mobile APP)~~ | ~~Jeremy~~ | ~~Provide timeline~~ | Duplicate |
| 14. | **OUTSTANDING:** Plan (timeline) to close on **ALL Phase 1 delivery & UAT** issues together with full resource allocation for:   * Production * UAT | KIZITO | Mon, 30 Nov | PENDING: 1 Dec 2020 |
| 15. | Move meeting to 5pm, Monday to Saturday until **ALL Phase 1 Delivery & UAT** issues are closed. This includes Core, Reports and Data | Rivers | Mon, 30 Nov | Done - CLOSED |
| 16. | Gaps reported in Individual Data Loaded. TKA to mitigate as a Production issue. Please ref PROD SLAs |  |  | PENDING: 1 Dec 2020 |

**\*CLOSED:** means tested and ready for production or in production. Production issue closure to follow Production SLAs strictly.