**Meeting Logistics**

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| **Project** | **FHA Digitalization** |  |  |  |  |
|  |  |  |  |  |  |
| **Topic** | **WALKTHOURGH OF THE ACCESS MANAGEMENT ON EDMS PART 2** |  |  |  |  |
| **Date** | 20/12/2023 | **Time** | 11:52 AM |  |  |
| **Location** | FEDREAL HOUSING AUTHORITY | **Room** | **BOARDROOM** | **Call-in #** | N/A |
|  |  | **#** |  |  |  |
| **Facilitator** | Federal Housing Authority & Triune Built-Tech Solutions Limited | **Scribe** | Chigelu onyedika |  |  |
|  |  |  |  |  |  |

**Invited Participants**

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| **S/N** | **NAME** | **TITLE** | **ORGANIZATION/**  **DEPARTMENT** |
| 1 | Oreh Ebina | Mr. | CSDC |
| 2 | Garba Muhammed Sahad | Mr. | FHA |
| 3 | Rabiu musa oma | Mr. | FHA |
| 4 | Nana Firdaus Aminu .S. | Mrs. | FHA |
| 5 | Ateiza .S. Suleiman | Mr. | FHA |
| 6 | Saidu Daniel hyet | Mr. | FHA |
| 7 | Eza Michael Ouazi | Mr. | FHA |
| 8 | Chigelu Onyedika | Mr. | TBS |
| 9 | Wonah Andrew | Mr. | FHA |
| 10 | Atanda Sadiq | Mr. | CSDC |
| 11 | Onyeka Nworie | Mr. | TBS |
| 12 | Okpanachi Martins | Mr. | FHA |
| 13 | Peter Emmanuel | Mr. | CSDC |

**Discussion Items and Summary**

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| **S/N** | **ID DISCUSSION ITEM/SUMMARY** | **FACILITATOR** |
| 1 | The meeting was officially convened at precisely 11:52 am, presided over by Mr. Onyeka, who commenced proceedings by articulating the primary purpose of the gathering—to ensure the comprehensive familiarization of the FHA Teams with the system. Mr. Onyeka further sought updates on the status of tasks previously assigned during the last meeting. This pertained specifically to the creation of departmental and unit structures within FHA, facilitated by the production of official organograms.  A notable challenge emerged during the initial stages of the meeting, as the task was not explicitly assigned to a designated individual, leading to a delay in its execution. However, the session seamlessly transitioned into an interactive phase, wherein the FHA staff, with the assistance of our personnel on the ground, diligently undertook the previously assigned task. As a result, the department and unit structures were successfully formulated, providing the FHA Teams with a heightened comprehension of the system.  While encountering minor navigational issues on their end, Mr. Onyeka, alongside Mr. Peter Emmanuel and Mr. Atanda Sadiq, expertly navigated and clarified concerns, ensuring a smooth resolution.  The latter half of the meeting was dedicated to achieving the secondary objective— the creation of a group and the addition of a member as an administrator. This task was executed with precision and success, marking a significant milestone in the meeting's agenda.  The proceedings concluded promptly at 1:06 pm, underscoring the efficiency and effectiveness of the collaborative efforts undertaken to enhance the FHA Teams' proficiency with the system. | Mr onyeka |

**Questions Asked**

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| **S/N** | **ISSUE/RISK & DESCRIPTION** | **QUESTIONS** | **COMMENTS** | **DATE CAPTURED** |
| 1 | EDITING ON THE PLAFORM | Mrs. Andrew asked how editing on the platform is done | CSDC representative Mr. Peter was able to direct him on how it was done | December 20th |
| 2 | ADMINSTRATOR PREVILEGES | Mr. Andrew asked he couldn’t has access to estates department document after Mr. okpanachi was made an administrator | Mr. onyeka because he hasn’t been granted that privilege by the admin to view that document |  |

**Decisions Made**

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| **S/N** | **ACTION ITEM** | **OWNER** | **STATUS** | **DATE ENTERED** | **PLANNED COMPLETION** |
| 1 | Scheduling of refresher course on the system hopefully to be done next year | CSDC & TBS&FHA | Not Started | December 20th | Next year |

