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Bhutan Youth Development Fund

President: Her Majesty the Queen Mother Ashi Tseyring Pem Wangchuck

Minutes of Meeting on Donor Management Information System

Venue: IBhutan Conference Hall

Date (Time): 07/02/2023 (10:30AM onward)

Members Present:

1. Sherab Rangdrel, Chief Developer, RTC.
2. Sonam Choden, Developer, RTC.
3. Tshering Yangdon, BDO, RTC.
4. Chimi Palky, Director of Finance & Fundraising, YDF.
5. Tashi Deki, Media and Communication Officer, YDF.
6. Mendrel Gyeltshen, ICT, YDF.

Agenda:

1. Presentation on the fully developed DMIS.
2. Provide feedback from client to developer.

Outcome:

1. No major feedback.
2. Feedback on the dashboard information display.
3. Feedback on the web color combination.
4. From the donor list, it should display the consolidated reports of the donor and when click on the particular list it should display the donation details of the donor.
5. Feedback on some wordings and spelling check.
6. To provide generated QR code of YDF account in which the donation need to be credited and that QR code can be used in Donate Now Form.
7. Button color combination in the list.
8. Need of file attachment in send greeting form (developer will look into it by discussing with their manager).
9. Searchable of donation list with the year range.
10. In donate now form there should have one field to select the source bank by the donor.
11. In payment report list when click on **Update Jrn** button, it display the update form. In form there should have one additional fields like “actual received amount” field to add the actual amount received by the YDF user and there should have one additional field in database table field too for

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cross checking or future reference.

12. In website when click on Donate Us menu, it should link to the Donor Management Information System – ICT of YDF can do.
13. Developer will incorporate all the feedback provided and update. If there is any additional minor feedback apart from SRS then client will share via google docs and as a when developer incorporated, they will update in google docs.
14. There will be another round of meeting to testing before launching the system.