| **Project Name:** | | | STELLA OBASANJO HOSPITAL, BENIN, EDO STATE | | | | | | | | | | | |
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| **Date of Meeting:** | | |  | | | | **Time:** | | | |  | | | |
| **Minutes Prepared By:** | | |  | | | | **Location:** | | | |  | | | |
| **1. Meeting Objective** | | | | | | | | | | | | | | |
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| **2. Attendance at Meeting** | | | | | | | | | | | | | | |
| **Name** | | | | **Department/Division** | | | | **E-mail** | | | | | **Phone** | |
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| **3. Agenda and Notes, Discussions, Issues, Notes** | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | **Owner** | | | | |
| Inquiry on the general project status/activities, roadmap and deliverables. | | | | | | | | | | HE | | | | |
| Tanit presented a summarized report of the current state of the project,  Particular info provided on the following;   1. Actual percentages for OPD, IPD at 44.5% and 0% respectively. 2. Bar charts showing the expected monthly percentage completion for OPD and IPD. 3. Current state of disbursement for civil works and procurement of medical and non-medical equipment was provided thus;   Civil works in OPD – Approval for interim valuation certificate was pending.  Civil works in IPD – Approval for disbursement was pending.  Procurement of medical and non-medical equipment - All vouchers has been submitted by the vendors and Vendors awaiting disbursement.  4. Equipment procurement, storage and installation process flow | | | | | | | | | | Engr Ayad | | | | |
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| **4. Action Items** | | | | | | | | | | | | | | |
| **Action** | | | | | | | | | | **Owner** | | | | **Due Date** |
| ST and FC to lay-out precise research/training plan for ESR1 | | | | | | | | | | TANIT, AG,MOH | | | | 13/02/2023 |
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| **5. Next Meeting** | | | | | | | | | | | | | | |
| **Date:** | |  | | | **Time:** |  | | | **Location:** | | |  | | |
| **Objective:** |  | | | | | | | | | | | | | |