

Meeting: Training staff members

Date & Time: July 12, 2024, 10:30 a.m.

Chair Of The Meeting: Mr.Baturandi

Location: Hillcom Room

Purpose:

purpose is to make sure that

the staff members learn how to use the ticketing system.

The staff members learn how to use next ticketing system of the tech

Attendees:

Full Name	Department	Position
josh king	IT	Developer
josh king	IT	Developer
faqiha namayengo	IT	Developer
hanniya namutebi	HR	Manager
sentongo muhsin	IT	Developer
muhsin baguma	Finance	Manager
lukuman ssali	HR	Manager
nantumbe prossy	HR	Manager

Minutes:

Agenda:

Agenda of the meeting

1. prayer from one of the staff

2. **speech from heads of departments**
3. **speech from Mr. Muwanguzi**
4. **speech from Mr. Baturand**
5. **presentation of the systems**
6. **training**
7. **Reaction/Feedback from the audience**
8. **conclusion remarks**
9. **closing prayer from the Chair Of the meeting.**

Discussion:

Speech from Mr.Ssentongo Enock

1. he said
2. he reacted
3. he commented

speech from Mr. Emma

he said

he reacted

he commented

speech from Mr. Muwanguzi

he said

he reacted

he commented

Action & Decisions:

speech from Mr. Emma about how to get effective training

he said

he reacted

he commented

Next Meeting Date: July 12, 2024, 12:50 p.m.