**Website Meeting 16th November 2023**

On Who we are, add a download button for the Accountants Act- Siloma’s team to fix.

Add a live chat- Siloma’s team to fix.

Fix the email link on Branch profile. (there is space between mailto: and email address)-Siloma team to fix.

Any external link should open on a new page- Siloma’s team to fix.

Add a place holder to download the entire list of firms in excel- Siloma’s team to fix.

Make sure the search for events button is working both on the website and CPD

Page- Siloma’s team to fix.

When you click the CPD- the events to be displayed should be similar to the ones displayed on the homepage and not recurring events- Siloma’s team to fix.

Remove “Physical Events” category and let Local Events Category return all locally hosted physical events- Siloma’s team to fix.

The dropdown for selecting category should not reload until one clicks search- Siloma’s team to fix.

Reduce the dead space around more events on home page, also replace the picture of the guy with Proud to be a CPA- Cecilia to attach the screenshot of the dead space.

Change the Twitter icon to the updated one under contact Information- Use the one with a white background and X being black- Siloma’s team to fix.

Use the correct Instagram logo)-Cecilia to attach the specific logo.

On Standards, CPA Catherine Asemeit to share content.

Tawk credentials-Steve to share.

WhatsApp icon to move on Social Media Icons up on the homepage- Mercelline to confirm.

Add an abstract graphics and remove the ICPAK logo on orange background-

Change the Twitter and LinkedIn Links.

Add member value and... on the titling of Rose Tinderet.

Fix search filters under Resources and change the layout.

On branches, put hyperlinks and remove the phone numbers.

On the page headers, add an abstract background with page title.

We need to have a page loader on search a member and firm.

Put list of Partners to columns.

Work on the styling of the Search results on firm.

Add a countdown for events on homepage.

On the latest CPD Programmes, add a side bar for Financial Statements on the backend- To be updated by IT.

On the use of ICPAK Banners under about us -Align the ICPAK banners on Graphics.

Add a social media page with all our handles under Media category.

On Licenced Firms, Kipsang to change to alphabetical order.

Steve to send SQL for events.

They need to send a CSV file with the events details and which they used.

**Additional Changes**

On homepage- Compress the information as the page is crowded, remove the dead space, and add a membership link on Homepage- Siloma’s team to fix.

On Council and Hall of Fame, Push the read more below the content not in between- Siloma’s team to fix.

The read more for Olive extends to Risper- should be corrected- Siloma’s team to fix.

Replace CEO’S photo with the approved one-Valerie to share the image with Siloma

Standardize the Titles under Management and follow protocol-CPA Ann Njagi to come last- Siloma’s team to fix.

On mobile, Optimize the titles for mobile view- Under the secretariate section- Siloma’s team to fix.

Under Service Charter remove the download button- Siloma’s team to fix.

Under Membership- Change the photos that have been used-We will share the photos

Under Certifications-The URL should point to the correct link (Siloma’s team to pick the links from the old website under benefits)

On Membership- Rename the Membership to benefits and link it to Member benefits link- Siloma’s team to fix.

On regulations and Licensing-The read more to appear below the content not in between- Siloma’s team to fix.

Under Careers- Update with the latest ones- Siloma’s team to fix.

Under Seminar Presentations, Fix the password section let it tell you wrong password etc- Siloma’s team to fix.

Investigation and Discipline is going to the tender’s page needs to be corrected- Siloma’s team to fix.

The Twitter icon above the home page should be updated to the latest one- Siloma’s team to fix.

**Green Highlight-Done**

**Red Highlight-Pending**

**Yellow-Additional Changes from today’s meeting**

**Black -Who is responsible of what**