**MINUTE OF THE MEETING HELD ON THE 3rd OF JUNE 2024**

The meeting started by 8:10a.m with opening prayer conducted by A.O( Miss Grace)

**Report from last week**

* Coding/training: Regarding the school coding, there was no class held last week because of the mid-term test. Weekend offline class is still on, the online coding class started last week Saturday the 1st of June 2024, we expressed a little technical issue, we hope to resolve them before the next online session.

More systems are needed for the offline classes.

* Production: last week much work was not done, the issue with the flex machine was sorted out. The in house branding is yet to be done because of the issue the flex machine had, which have been sorted out. We will begin production in full.
* General works: Running out of A4 papers, and also the problem with the generator.
* Front desk: the exit book is not properly use, the book should be signed, timed and dated when exiting and returning into the company.

The meeting came to an end by 8:50a.m