**CONTAINS PROPRIETARY INFORMATION**

**MINUTES OF STAFF MEETING HELD ON THE 19th July, 2021 IN THE BOARD ROOM**

**ATTENDANCE:**

Mrs. Lauretta Chinenye - Head Business Development

Mr. Akinniyi Rotimi - Accountant

Mr. Abimbola Ogunmola - IT manager

Ms. Iyoyojie Adesua - HR/Admin

Mr. Chima Ugwunna - Technical Officer

Mr. Oki-peter - Software Developer

Ms. Divine ifeonyematalu - Sales/Marketing

Mr. Uriel Ojogbede -Operations Manager, Laukamz

Ms. Frances Okeke - Front Desk (Secretary)

Mr Ubong Abasi - Digital Marketer

Ms. Chisom Udeoba - Content Developer

**Excuse**

Ms. Nneke Ifeyinwa - EPA to GMD

The meeting started with a short prayer led by Mr Rotimi at exactly 8:35am. The minutes was read by Ms. Frances.

**MATTERS RISING**

Ms. Lauretta asked Mr. Darlington to change the invoice addressed to DANTATA after some mistakes were identified on it by Mr. Rotimi.

Ms. Lauretta emphasized that before any invoice is sent out, it should be properly cross-checked, and it should go through the 3-layer system to enable them find out any issue that needs to be corrected before sending it out.

Mr Uriel suggested that, the confirmation line should be from the accountant. The invoice should only be sent out upon his approval. Mr Peter was asked if the suggestion can be implemented. He replied by saying he’ll have to discuss it with the team to find a solution to that.

Due to the difficulties faced in the chain of distribution, Mr Abimbola was asked to be given access to the CRM module of CNX247. Ms. Adesua (HR) is to give him that access.

**DEPARTMENTAL REPORTS**

**MARKETING**

**ESTEEM ACADEMY-** The marketers called the principal of the school but the meeting couldn’t hold because of the graduation and they were asked to come back this week

**FARIAH** **ACADEMY** – Asked them to come back this week.

**C-SWITCH**

Mr Peter acknowledged that the team is currently attending to suggestions on the Wemoove app while they continue working on IGOV and also had a presentation with GMD on Friday on Prison management system.

Ms. Lauretta acknowledge that Mubaraq has delayed by two weeks in his tasks.

**DIGITAL MARKETING**

Mr Ubong came up with 56 leads as of last week and he is currently following up on that. Chisom and Frances worked with the script he created. They were assigned to that task and they also have been pushing, he identified that this week is going to be a slow one because some sessions are to be scheduled this week but won’t be possible due to the holidays. Though some issues were identified with the leads which is about them getting more client and expanding their business and the solution to that, is to come up with a small package on PDF like a brief training section and train them on how to generate leads and market their products on Facebook and attach CNX-Retail training.

Mr Ubong intends to reduce his target reach and look within Abuja and get SME to have a physical meeting instead of online trainings while the outbound leads can be done online. The aim is to try and grab the link, give them the solutions they need. He encountered an issue on LinkedIn which he is still researching on and hoping to come up with a solution. He has currently paused ads on LinkedIn.

On Google ads, Mr Ubong said we are currently experiencing traffic on google especially on SMEs. We have about 120k impressions and we are also getting a lot of exposure/relevance. The issue is that, the website is dragging causing the average session to be 1minute-30 seconds which is an indication that the website is heavy, and they should be a need to migrate to another website and take advantage of that.

Ms. Lauretta contacted Mr. Maple who has a poll of tech marketers. This is in effort to work with them on how we can convert them to work in our affiliate marketing portal. She was supposed to have a meeting with them last week Friday but the meeting didn’t hold. The motive is to make them work based on commission.

She emphasised on the need to have a tech-marketer in Lagos whereby the marketer will be paid a little stipend but paid heavily on commission.

Mr Pius was asked to help source for a marketer. Ms. Lauretta is working to see if we can push through to public sector on ICOOP through Mr Bashir’s contact.

**HR DEPT**

The HR reminded everyone to keep pushing and do the needful to see we all meet up with our targets. ICOOP training is to hold this Friday so the marketers can really know how it works and how it can be marketed.

Regarding the suggestion raised last week by Mr Joseph that CNX-POS should be recommended to shopping complex. In light to that, Mr Darlington has met some shop owners and realized that some already have an existing POS but the issue is that the software is not really working as they would like. He suggested to them to look into ours and see how we can help them fix their problems. He also gave out some of our fliers.

Intech pharmacy would like some features like booking of appointment to be imputed for them. Mr Pius Is to have a discussion on that to know whether it can work or develop a new one for them which Mr Pius said you can’t schedule an appointment on CNX247 but it can be achieved on the website.

Mr Chima was reminded again to make a requisition for the flash drive again.

**ACCOUNTING DEPT**

Mr Rotimi emphasized on the target for the month and urged everyone to push more on the bigger products like CNX-Presence; to be able to cover up for the month. He went further to ask for feedback on Sow estate which Mr. Bimbo acknowledged that it was concluded on Friday, though the admin was on leave as of last week. In that same line trying to follow-up on fibre optics.

**SUPPORT**

Mr Bimbo – He acknowledge that Honourable Futum subscription expired and because the payment from Sky-high hasn’t come which contradicted what he believed must have been paid for six months. Currently Sky-high is not responding to their calls or messages which he had to explain that it was only 3 months payment that was done, and they are still in the process to resolve it. Mr. Darlington emphasized on the delay in payment from News-engineering and Mr. Rotimi asked him to exercise patients with them considering the fact that they recently just adopted a new system which would definitely cause some challenges and allow all of them to come on-board.

Mr. Darlington acknowledge that the GMD showed interest and would love them to put her through. Ms. Lauretta asked them to put a call through, to remind them.

**SUGGESTIONS RAISED**

Regarding News-engineering inability to make payments, Ms. Lauretta suggested we target the GMD and focus on the requisition aspect, seeing that money is involved and she can also see and manage her fund and understand what is going on. This can easily propel everyone to make use of the software. She asked Mr Darlington to apply pressure on the fibre optics and take it easy on the outstanding balance.

**LAUKAMZ**

Mr Uriel, Ms. Divine and Mr Abimbola had a meeting last week with Ministry for Women Affairs. The meeting was positive; in that they were more interested in our proposition than Ministry of Youths and Sports. The ministry said, they’ll get back to them if they have questions. The director said, he would make his recommendation to his up line and get back to us. He also promised to invite them for the upcoming annual event.

The event will have different states in attendance. During the event, they’ll look for a session where we can give a talk on i-Learn project. This is so that the various states in attendance can make suggestion on how they can support the project in one way or the other. They also suggested that, instead of the first grouping we made; we can just start with one state and see how it turns out.

Mr Uriel made them to understand that, they have a state-by-state budget breakdown if that is they route they think we should go, and we are also open to that. She suggested that it might be better, so they don’t put too much money at the same time and test the state- to state to build momentum from there. Mr Uriel agreed to that. The most important thing is for them to give us a letter to show that they are in support of it. To this they agreed. The Director agreed to send a report to the permanent secretary, so they can pick up the conversation from there.

Rural Electrification Agency - the only thing is to submit the document to the office.

Ministry of Agriculture - is also concluded.

The Laukamz profile to be taken to EFCC is also ready.

On the process, Mr Pius announced that Mr. Robert from News Engineering said that the MD would like to be trained on the use of ERP on 22nd June, any time from 3pm. Mr. Chima was assigned to go with them to News Engineering.

**TASK**

Regarding the event (Abuja international housing show)Chisom announced, she was asked to make proper inquiries about the number of persons allowed to attend from a company and know how much involved.

**MATTERS ARISING**

Mr Uriel mentioned that he is hoping Dynacom will take iHumane trainings and the document was developed last week. He acknowledged that, we will be doing a lot with them like recruitment, iHumane training and policy document.

Ms. Lauretta asked about the HR manual which Mr Uriel responded that he is done with them. He is still working on business in a box.

Ms. Lauretta also asked Mr. Abimbola and Chima about the situation of the internet. They acknowledged that all the mobile phones have been disconnected and the internet was slow because of the congestion and every other thing was rectified.

Lastly Mr. Rotimi reminded everyone to seriously push our products especially CNX-Presence because that is one product that the proceeds can sustain the company’s target and try as much as possible to test run, Wemoove app since its now accessible to all users.

The meeting was moved by Mr Rotimi, seconded by Ms. Adesua. The meeting ended at about 9:29am.