# MEETING DESCRIPTION

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| **Project Name:** | NCC Opt-Out Registry | **Minutes Recipients:** |  |
| **Meeting Chair:** | Njabulo Masuku | **Minutes Prepared By:** | Thobiswa Masango |
| **Meeting Name:** | 1st OORS Progress Update Meeting & Technical Design Specification | **Meeting Date:** | 23 June 2020 |
| **Venue:** | MS Teams | **Start/End Time** | *11:00-13:30* |

# Agenda

1. Apologies
2. Review Minutes from Previous Meeting
3. Adoption of Minutes
4. Adoption of Agenda
5. Current Progress Status (Project Update)
6. Project Plan – Key Milestones
7. Issues and Risks (PR M&E Update)
8. Changes
9. Decisions and Actions (Planning and way forward)
10. Close

# MEETING ATTENDEES

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| **INITIAL** | **NAME** | **PRESENT** | **APOLOGISED** |
| TK | Tiledi Kekana | ✔ |  |
| NKM | Njabulo Masuku | ✔ |  |
| TM | Thobiswa Masango | ✔ |  |
| WM | Wisa Mashimbye | ✔ |  |
| CM | Chris Monyansi | ✔ |  |
| BM | Bax Nomvete | ✔ |  |
| NK | Narain Kultjeeth | ✔ |  |
| NM | Nnapo Manok | ✔ |  |

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# WELCOMING AND INTRODUCTIONS

# PREVIOUS MINUTES/KNOWN ACTION ITEMS

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| --- | --- | --- | --- | --- |
| **Id#** | **Description** | **RP** | **Due Date** | **Status** |
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1. **NEW ACTION ITEMS**

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| --- | --- | --- | --- | --- |
| **Id#** | **Description** | **Responsible Person** | **Due Date** | **Note** |
|  | NKM will be scheduling the OORS Progress Update meeting on a weekly basis. Once development has gained traction, this may change to a bi-monthly meeting | **NKM** | **N/A** |  |
|  | NKM to update the project progress report to indicate that eS3 analyzing requirements as opposed to gathering them, reason being that the NCC has documented and shared a requirements document with eS3 | **NKM** |  |  |
|  | The NCC to update the project charter with names of people who will be a part of user management group, steering committee and counter sign off | **BN, NM, NK** |  |  |
|  | Compile draft process maps according to logic specified in the requirements document. This will be verified by the NCC | **TM** |  |  |
|  | eS3 to compile and issue draft letters that will initiate user agreements for the integration with DHA, CIPC and the banks | **NKM** | **26/06/2020** |  |
|  | TM to update the Technical design specification to incorporate input provided by attendees during the document walkthrough | **TM** | **26/06/2020** |  |
|  | High level technical design specification sign-off | **NKM** | **30/06/2020** |  |

1. **GENERAL FEEDBACK**

**Issues**

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| --- | --- | --- |
| ID | Description | **Raised by** |
| 1 | Due to outstanding items in the TDS, sign off may not be possible today. | **BN** |
|  |  |  |

**Key Risks**

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| --- | --- | --- |
| **ID** | **Description** | **Raised by** |
|  | Load shedding is an existing issue that may lead to potential delays in delivery of work packages. eS3 to make an effort to catch up as much as possible should this occur | NKM |
|  | There is an issue with the hardware supplier where they missed some amounts during their bid. If not resolved internally with NCC treasury, it may lead to the NCC having to redo the bidding process. This may potentially impact the project if not resolved in the next two months | NK |
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**Decision Points Required**

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| **ID** | **Description** | **Raised by** |
| 1 | BN.NM and NK will be responsible sign off on all project related documents | NKM |
| 2 | The eS3 (BA) team will be tasked with developing the business process maps and issue them to the NCC to verify against the logic outlined in the requirements document | BN |
| 3 | The technical design specification should be referred to as a high-level technical design specification reason being that details of it will be updated as development progresses | BN |

**General Comments:**

1. NKM reported that the business analysis team has been analysing the requirements documents supplied by the NCC. Should there be any questions arising during the analyses of requirements, NK recommends that these be communicated through email or telephonically and not wait for a formally scheduled meeting to be addressed.
2. NKM indicated that a kick-off session has been held with the development team, the output of which is a draft technical design specification that will be discussed in more detail during the second session of the meeting. In addition to this, the business analysis team has also drafted an internal requirements traceability matrix. TM indicated that this will be used towards generating test cases that will be used for functional and user acceptance testing.
3. The project will be delivered through an agile approach as per the work packages outlined in the project charter
4. There is a need to develop process maps that will illustrate the flow of the various processes to be addressed by the opt out registry. It was agreed that this will be a joint exercise between the NCC and the eS3. The NCC currently has no existing documented processes and will therefore require eS3 to lead the exercise
5. NKM indicated that the eS3 team is equipped to continue with working from home due to the lockdown, however, daily meetings are held internally within the eS3 to ensure continuity of development.
6. NK indicated that he will be leaving the NCC at the end of June. Joseph will be acting in his position going forward until such a time that the position is permanently filled.
7. NK highlighted that there previously has been some pushback towards the implementation of this project from a key stakeholder (POPIA/Information Regulator). The NCC was requested to stop the implementation of this project stating legal issues relating to an ‘Opt-In’ regime. This has since been resolved after the NCC reiterated that the Opt-Out registry is complementary to the Opt-In regime and not working at odds/contradictory with the information regulator. Should this at any given point lead to an unresolved dispute, it will then be resolved at ministerial level. Until otherwise stated, the project can continue.
8. With regards to timelines, NKM indicating that the high-level Technical design specification should be signed off by the 30June 2020 along with the ERD and database Schema. Detail of this document will be provided/updated during the course of the project as development progresses.