| **TMS Forum Minutes**  **26 May 2023, 12:00PM- 14:00PM.** | | | |
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| *No.* | *Item* | *Speaker* | *Doc* |
| **1.** | **Introduction** |  |  |
| 1.1 | Welcome and apologies | **Chair** | - |
| 1.2 | Approval and adoption of the agenda | All |  |
| 1.3 | Approval and adoption of the minutes | All |  |
| 1.4 | Matters arising from previous meeting | All |  |
| 1.5 | Progress feedback on TMS issued raised | All |  |
| 1.6 | Attendance Register | All |  |
| **2.** | **Matters for discussion** | | |
| 2.1 | *Report from e-Software solutions*   * *Issues logged.*   TM mentioned that there were total of 84 issues logged calls from previous month, all of which were resolved and closed.  Total Tickets (84) Logged in April 2023.   * Open Tickets * No open tickets * Issues Resolved   -84 issues were resolved.   * Issues in Progress   -No issues in Progress.  Issue Summary.    Online Attendance Register (In Progress/On-hold) | eS3 |  |
| 2.2 | TM mentioned that has migrated comments into column, this will be available in the next coming support reports. | eS3 |  |
| 2.3 | * Linked invoices.   KT mentioned that all linked invoice calls are being prioritized and resolved with SLA. | eS3 |  |
| 2.3.1 | * eLearning Uploads   CC mentioned that there were issues with the eLearning uploads (The automation didn’t upload the entire source files, some data were missing in the TMS), the team had to delete the uploaded data and re-uploads manually. Furthermore, mentioned that the issue must be investigated and resolved. In addition, mentioned that we must ensure that automation is perfectly working because we are going to have eLearning uploads at the end of June 2023.  TM responded that we should have a session to discuss the automation uploads issue ASAP | NSG |  |
| 2.4 | * Automation Register Uploads.   TM mentioned that automation register uploads is currently in progress, the slight delay was on setting up eS3 development environment where the technically solution will put in place prior to be tested. Furthermore, mentioned that once the solution is ready, it will undergo internally testing before deploying into NSG test environment.  MM suggested that we must prioritized automation register uploads and ensure that it does not extend the timeframe.  TM mentioned that automation register uploads is a high priority task hence eS3 assigned it to another developer while KT focus on support calls. Furthermore, mentioned that will provide regular updates in the next coming weeks, in response to MM’s suggestion. | eS3 |  |
|  | | | |
| **3** | **Any other business** |  |  |
| 3.1 | MM mentioned that eS3 contract will lapse end off July 2023, so we must ensure that every task is completed before then (The documentation is up-to-date and quality assurance/check agrees with statement of timesheets being sent throughout) | eS3 & NSG |  |
|  |  |  |  |
| **4.** | **Closure** | **Chair** |  |
|  |  |  |  |

**ACTION ITEMS**

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| **#** | **Item** | **Responsible** | **Due date** |
| 1 | To continue prioritizing linked invoice calls | KT | End of July 2023 |
| 2 | To provide automation register uploads development progress update | TM | 09 July 2023 |
| 3 | To set-up session to discuss/investigate eLearning uploads issue | CC or/ BM | 09 July 2023 |
| 4 | To ensure that documentation is up to date and quality assurance/check agrees with statement of timesheets being sent throughout | TM & BM | 21 July 2023 |
| 5 | To review previous TMS meeting minutes and update/correct | BM | 07 May 2023 |
| 6 | To compile minutes report | BM | 07 May 2023 |

**APOLOGIES**

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| **#** | **Name and surname** | **Department** |
| 1 |  |  |

**MEETING ATTENDEES**

|  |  |  |
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| **#** | **Name and Surname** | **Department** |
| 1 | Mmatsie Makhado (MM) | NSG Project manager |
| 2 | Charlotte Choshi (CC) | NSG System controller |
| 3 | Nelly Ntuli (NN) | NSG |
| 4 | Ingrid Moepye (IM) | NSG |
| 5 | Thili Maphiri (TM) | NSG |
| 6 | Magdeline Mpepele (MM) | NSG |
| 7 | Katlego Thage (KT) | ES3 Developer |
| 8 | Thilivhali Munyai (TM) | NSG |
| 9 | Thobiswa Masango (TM) | ES3 Project manager |
| 10 | Benvolence Mhlongo (BM) | ES3 Business analyst |