**ACTION POINTS FOR THE STAFF MEETING HELD ON THE 22ND JANUARY 2024**

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| Staff | Action Point |
| COO | * To complete all the project close reports on Ondo and FastTrack submission to the PIU * Agree Kaduna budget with STL for deployment weekend/next week * Work on the request from AfDB on Ondo * To confirm and establish proper funding for the Kaduna project * Articulate the vision as propped by STL * Work on/coordinate with FAM, Carol/Moreen on business development/success fees (Ondo) of all the projects requiring close out payments and recommend to STL for sign off |
| CD Nigeria | * Complete the Registration/Regularization for 2ML Nigeria * Follow up with the Lagos PPA registration for completion * Commence the CAC change of directorship, obtain cost implication and complete the change processes * Continue to work with the BD to develop an expert CVs database for 2ML Nigeria and 2ML International * Follow up with the HRMS and the website developer for live feed |
| BD TEAM | * Update the Experts’ CV and incorporate it in the Database program developed by Tracecorp Team * Develop categorization metrics on term basis, long term, medium term and short term project contracts * Organize a virtual workshop for the Associates on the profile of 2ML and the project contracting with 2ML based on their CVs and expertise * Work on the business development of all projects qualified for payments and work with FAM and COO to finalize and get STL clearance * MELT reports- to find out why the students have stopped the contributions expected of them upon gainful employment. To let the student to understand the 5-year contract clauses * To work on the letter of invitation for the Water summit in London for COO |
| TRACECORP | * Continue to work on the development of a data management system for the Expert CVs. * Continue to work with CD on the Lagos registration   Continue to work with Diane on the data systems and development |
| FAM | * To work with BD team on the Biz dev * Resend the appraisal forms for completion by all staff * Collate all the appraisal forms * Work STL to coordinate the appraisal process |
| STL | * To conduct staff individual appraisal, utilizing the soft copy and online tools to be assisted by Daniel and David |