**Minute of the meeting held on Friday, 12-03-2020**

The meeting started as MrIhiedu gives brief overview of the intentions of the meeting. After that mrmuyiwa gives a coherent breakdown of the tasks at NICN he embarked upon during the week, which were not completed. And he promise to complete the project today being Friday, 12-03-2020. At this point mrihiedu states the important of having a project manager to ensure proper documentation of the work flow. According to him, this will ensure greater achievement of project milestone and timelines adequately because the work breakdown will be clearly stated for everyone who is involve in the projects. Finally, he promise to make available to us vital document that will guide us through project management.

According to Mr Felix what he had achieve during the week were invoice summation, contract administration and trouble of problems at NICN Portharcourt Crescent, he said most of the work were done alongside with Muyiwa. At this point mrIhiedu asked if there is a specific task he carried out during the week, which Muyiwa clarified by saying he corrected the mistake on company registration. Mr then asked if that what he would still do the coming week? Felix replied No, that he has some cabling at the Portharcourt crescent to do. MrIhiedu asked what their team called? IT Support team, Muyiwa responded.

When it gets to Mr Abdul turn, mrIhiedu asked him if he is also IT Support? Muyiwa cuts in by saying procurement and supplies. According to Abdul he works with muyiwa by changing of office light and customary court. Also according to him he usually work with an engineer at the site, and sometimes he would be in Sokoto working, so that’s why he is always absent in the office. He also said he was instructed yesterday to work with the IT Support Team today. MrIhiedu then asked, from whom does he takes instruction? He said from MrTayo. Sometime from the director.

At this point, MrMuyiwa suggested that there should be a definition of the process such as there are IT Support and Software department. That there should be other departments to ensure clear definition of roles and duties. So, mr Thomas cuts in by buttressing on the matter raise by Muyiwa. He suggested that clear definition of roles should be given to staff to avoid misplace priority, He pointed out that such misplace priority affects work delivery time and quality because of exasperation hence most of the programmers work has to do with the brain. Mr Ihiedu said they are working on that.

Also mr Muyiwa suggested for an organized structure. According to him, it will help in giving every staff focus and career direction.

Tola works with my ihiedu at the NJC for document management system. Mr Ihiedu interfer and promise to complete the scanning of the document next week.

According to Mr Julius, he is working on the structuring the petition management sysem to a new template assigned to him by Mr Stephen. He is currently working on the admin section of the application which will be completed on today. He also promise that the petitioner dashboard will be completed next week Wednesday.

Mr Thomas is working on the salary application of the NICN and FCT high court currently, which he promise to complte it on Friday, 20th march 2020.

Mr Stephen is currently working on the handing over of salary application to NJC . According to him, he had some challenges with the deployment, which Mr Ihiedu advises him to contact the technical support section of the hosting company.