Indian Social Centre, Al Ain

Minutes of Meeting (MOM)

Location   :   Al Ain

Date   :   08/11/2016

Time   :   7:00 PM

Project   :   Website Development Project

Subject   :   Kick Off Meeting for Website Development Project

Attendees:

1. Mr. Rasal Mohammed Sali   :   Hon. General Secretary – ISC Al Ain
2. Mr. Tabrez Rahman   :   Senior Sales Engineer - OGES
3. Mr. Jithin Jose   :   Project Consultant - OGES

Meeting Agenda

- Project Charter : Managing Committee
- Project Implementation Committee and Chair formation
- Project Member introductions and their roles
- Project Description
- Present Data Availability and Form
- Goals and Deliverable
- Project Plan
- Status meetings & Minutes
- Communication Plans

Kick Off Meeting:

With the consent of Mr. Rasal Mohammed Sali, Hon. General Secretary of ISC Al Ain, Mr. Jithin Jose of OGES iNFOTECH started the kick off meeting to discuss about the requirements and steps to be followed on website development.

The main objectives of the kick-off meeting:

1. Provide an overview of the website development process.
2. Introduce the team to each other and sharing the communication details.
3. Model how the team is going work together to support the website development.
4. Discuss about the requirements, project plan and tasks scheduling.

Discussion with Hon. General Secretary of ISC Al Ain

The OGES team had a brief discussion with Mr. Rasal Mohammed Sali, Hon. General Secretary of ISC Al Ain to know about their requirements for the website application development. The major decisions are:

1. Project Committee and Chair formation: Constituted as:
   - i.   Mr. Rasal Mohammed Sali   : Chairman
   - ii.   Mr. Sasi Stephen   : Member
   - iii. Mr. Tabrez Rahman   : Member
   - iv.   Mr. Jithin Jose   : Member
2. The status meetings should be conducted bi- weekly.
3. The main communications related to the project will be through email and entire project committee should be CC'd.
4. The key contact for the website development project will be Mr. Sasi Stephen, Vice president of ISC Al Ain.
5. The website design should be based on Indian tricolor theme.
6. In About ISC menu, the following sub menus should be included,

   - **About ISC Al Ain**
   - **Managing Committee:** The profile of each managing committee member should be displayed when we click on the photo.
   - **Ex Officials:** Display the list of ex officials as a table with columns as Year, President, Gen. Secretary and treasurer.

- **Life Members:** Display the list of life members as a table with columns as LM number and Name.
- **Children's Forum**
- **Women's Forum**

7. Include provision to view and manage news, downloads, and events.

8. Add a menu item "Counselor Services" to manage the counselor services handling by ISC Al Ain. It includes the following sub menus,
   - **Passport/ Visa Services:** Option to enter service title and its cost from admin area. It should be displayed in the form of a table in public area.
   - **Attestation services:** Option to enter service title and its description from admin area. The attestation services should be listed out and its details will be displayed as a separate page.

9. Include provision for member login to view the status of membership by the member.

10. Include provision for email campaign in admin section.

11. Mr. Sasi Stephen will provide the existing domain details.

12. Decided to design some sample home page designs and forward those designs for approval on 09-11-2016.

Summary of conclusions:

The meeting is conducted on cordial and cohesive manner. Both the team had a clear vision about objective set out and how to achieve it. The team unanimously agreed to put all efforts to achieve all objectives with in the schedule as planned.

The Meeting is concluded at 8:30 PM.