# Meeting Minutes

**Meeting Purpose:** Blood Safety Strengthening Programme – External Meeting

**Date:** 09 September 2015

**Attendees:**

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| **Name** | **Initials** |
| Carl Fourie | CF |
| Linda Taylor  | LT |
| Daniel Futerman | DF |
| Tariro Mandevani | TM |
| Jono Gebers  | JG |
| Carolyn Smith | CS |
| Rhonwyn Cornell | RhC |
| John Pitman | JP  |
| Christine Bales | CB  |
| Pete Zacharias | PZ  |
| Robin Nozick | RN |
| Michele Chevalier | MC |

**Apologies**

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| Robert Wilkinson | RW |
| Chris Seebregts | CJS |
| Chrispen Dandavare | CD |
| Maleqhoa Nyopa | MN  |

## Agenda:

* Beta Release
* Beta Implementation country : Cambodia and Ghana countries
* Video update
* Communication: Website and training materials

## Minutes

1. **Beta Release – Update LT**
* We still working with our full team still looking towards the end of October release. The team has made a lot of progress and what we currently working on how to deal with the more complex issues around traceability and record manipulation. Daniel is in Cape Town working with the development team. We also doing a lot of preparation for the 3 day workshop next week with Rob coming down to Cape Town to review the system in detail and go through requirement.
* There is a bit more complexity around the testing in terms of the validation and more on the outcome output – to check that with rob next week. We mitigating by the reporting.
* We have engaged Margie, who is the designer of the BSIS logo, in the design of the BSIS website. She will be bring out the new colour pallet scheme For BSIS tool.
* JP: When we look at end of October deadline on training manuals for Carolyn, how many hours or days per week are required for the development of the manual timeframe?
* In terms of the development of manuals, a lot of main functionality are there already. Some of the things that will affect the user interface is the colour scheme which will affect taking of screenshots for the manuals. We are doing some revisions of the way data validation and error management is handled. A look of the main functionality is already there.
* **JP**: the basic interface will not change just the colour scheme will be different, and looking at the October release date, do we really have to wait for the colour scheme to do the training manuals?
* **LT**: We really do not have to wait for the colour scheme. The layout is the same, there won’t be major differences. The manual work can start now.
* **JP**: Can we have a separate call to discuss on the specific dates when you expect the training manuals ready?
* **CF**: It would be great to have a separate call then we can discuss with the team to get the manuals pulled together. We can have the meeting tomorrow Thursday 10 or Friday 11 September 2015.
* **CB:** For Lesotho are we still scheduled for November release?
* From a development perspective we are pushing towards November release. Is Lesotho ready for another release in November? Do they have the capacity to utilise and test it?
* **CB**: I do not have any issues with the November release and the team in Lesotho has not mentioned about not being able to be ready for the release. We can also discuss on call Friday 11/09/2015.
* **CF:** We will have a discussion call with Maleqhoa on Friday and see where we are with the BSIS implementation.
1. **Beta Implementation Country : Cambodia and Ghana (Current & Future countries)**
* The Jembi team will be having a discussion with LBTS and AABB on Friday to start preparing the details on what the Beta implementation look likes and test where the software is. We will be able to feedback on the next call.
* We had some interesting conversation within the community and other countries who are interested. Ghana is interested to be a good country to engage with the BSIS donor management modules. We will continue the conversation with Pete and the team to see the next steps of how we can take it forward with Ghana.
* **CF>Pete**: I do believe that Ghana is working with a home grown system?
* **Pete**: That correct but it is not implemented.
* Is it in a trial phase / OQ phase?
* There is no go live data. The go live data is for January next year. Only a donor management version and it has serious limitation.
* We had a conversation with the Australian Red cross they are interested in applying BSIS in Cambodia. We have some interest in the Napoli and some interest from the few European block. The challenge would be the different language script.
* **CB:** Mozambique is interested in a Portuguese version. Botswana is interested in the system and I will be talking with them next week.
* **List of all interested countries**: Gabon, Zambia, Cambodia, Austria, Napoli, Ghana, Mozambique, Botswana, Liberia and Georgia all interested to be Beta implementation countries.
* **CB**: I thought the October release was V1. 0 of the donor management, is that correct?
* **LT**: It is the donor management release but by default, it is the first one and it has never been implemented therefore it is a Beta release. The first implementation will always be different to the other implementation that comes later because of the extra burdens of testing from not being used from the production environment before.
1. **Video Update (Carolyn & John)**
* The first draft was done yesterday and all the pieces are there to put the video together. Later on this week I will have the draft of the video and will send the draft video to John for review.
* We are shooting a promotional video which will give a brief context of BSIS and video will run 3 – 5minutes. The video is not a full run of the functionality of BSIS. We will keep team updated on the video.
* We need material that we can communicate more effectively with countries like Ghana, Zambia, Gabon, and Uganda who haven’t seen the system itself and the video and planned website will provide us with this.

 **4. Communication: Website and training materials (RhC)**

* We have been working on the website and the primary target is the basic implementation on BSIS, the software, the deployment and information on validation, links you can use to register.
* We have taken on a task to create an external website and we are engaging Margie to do some mark up and a colour pallet. The Jembi team has done a lot of work on the content. By end of September or early October the Website will be ready.
* The website is separate from the BSIS wiki. The external website is more of external interests and the wiki is for internal interest.
* **JP**: One thing to put in the promotional video is the URL / Jembi.org for the site.
* We currently have openBSIS.org as one of the domain names available.
* **Action Item**: To send John the URL or the domain names.

**Summary**

* **Agenda Topics Next week–**
1. **Tool release update on development**
2. **Country Implementation**
3. **Active Implementations**
4. **Next step and upcoming opportunities**
5. **Communication – website and tool**

## Action Items and Decisions Made

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| **DECISION** | **BY** |  |
|  |  |  |
| **ACTION ITEM**  | **RESPONSIBLE**  | **DUE DATE**  |
| Add Michelle Chevalier to the mailing list - BSSP working group | TM | 09/09/2015 |
| Schedule a call with John and team to discuss the manuals | CF, LT | 09/09/2015 |
| Send John the domain name and URL for the website | CF, DF | 16/09/2015 |