# Meeting Minutes

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

**Date:**  04 November 2015 at 3:00pm – 4:00pm

**Attendees:**

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| **Name** | **Initials** |
| Carl Fourie (Chair) | CF |
| Daniel Futerman | DF |
| Tariro Mandevani | TM |
| Rhonwyn Cornell | RC |
| Jono Gebers  | JG |
| Drammeh Bakary | DB |
| Chrispen Dandavare | CD |
| Maleqhoa Nyopa | MN  |
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**Apologies**

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| Christine Bales | CB  |
| Robert Wilkinson | RW |
| Linda Taylor  | LT |
| Chris Seebregts | CJS |
| Robin Nozick | RN |
| Michele Chevalier | MC |
| Michael Qualls  | MQ |
| Pete Zacharias | PZ  |
| Carolyn Smith | CS |

## Agenda:

* Infrastructure Qualification Checklist
* Implementation update
* Product update
* AOB

## Minutes

1. **Infrastructure Qualification Checklist**
* A draft Infrastructure Qualification checklist was sent out to the team to review.
* Is there anything missing on the list that you feel need to be discussed together as team?
* **CD**> I think we should look at the reliability of the network.
* We should add the point of reliability under network section. We should not only look at the speed of the network but also look at how the network is often up in running.
* Any question around the network that we want to include on the Infrastructure Qualification Checklist?
* **Server Questions** – we looking at a number of different questions around the server as per the checklist. Is there anything that should be added to the list? This is the first draft of the checklist and the idea is to refine the document as we go through the implementation.
* Are there any additional things that team feel that must be included to the IQ of the workstation?
* **CD**> what’s missing is that Jembi need to develop requirements on all of the questions. Jembi should include requirements guidance that can be used when answering the question on the checklist.
* We are working on the requirements for the questions and we will have the first draft before the first week of the implementation in December.
* **Operational and Management Planning Questions** – Are there any ideas that team feel that we must add? It is really important that we have everything done at the same time and if you have additional contribution to the questions.
* **CD**> I will send some ideas. We will need guidance in terms of upgrade on the hardware and software in future when we are upgrading. For now all the requirements are addressed on the checklist.
1. **Implementation Update**
* The implementation is happening from the 7 – 11 Dec. All the travel arrangements have been done.
* We have a meeting tomorrow Thursday 05Nov with LBTS & MoH to discuss further the hardware that is in place before the implementation. We have a meeting with LBTS/AABB/ Jembi to discuss a detailed schedule of how things are going to work while in country during the implementation.
* **CD>**I requested CB to send guideline from ISBT on the validation of the equipment. There is a part guided by Jembi looking at Installation Qualification when the software has been installed, there are some tests that need to be done to make sure that installation has been done in accordance with the manufacturers instruction. In this case Jembi must develop instructions on installations to check whether installation has been done correctly.
1. **Product Update**
* DF> everything is on track and there is a lot of work on editing BSIS. I am working with the team to work on the release.
* Is the release going on the demo server?
* Once the demo have been approved it will go out on the open server. By next week we will have a presentation of what the demo consist and it would be made available.

## Action Items and Decisions Made

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| **DECISION** | **BY** |  |
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| **ACTION ITEM**  | **RESPONSIBLE**  | **DUE DATE**  |
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