# Meeting Minutes

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

**Date:**  31 August 2016 at 3:00pm – 4:00pm

**Attendees:**

|  |  |
| --- | --- |
| **Name** | **Initials** |
| Linda Taylor | LT |
| Michael Qualls (CDC) | MQ |
| Daniel Futerman | DF |
| Rhonwyn Cornell | RC |
| Ann Parsons | AP |
| Tariro Mandevani | TAM |
| Michelle Chevalier | MC |
| Drammeh Bakary (CDC) | DB |
|  |  |

**Apologies**

|  |  |
| --- | --- |
| Christine Bales | CB |
| Carl Fourie | CF |

## Agenda:

* **Implementation Update**
* **Product Update**
* **Implementation Schedule**
* **Discuss possible next countries**
* **A.O.B**

## Minutes

**Implementation Update: Lesotho**

* There has been issues with Lesotho on procurement of hardware. The bookings are all done. Zambia has been also having issues with getting the procurement of hardware as the director responsible for signing the procurement of hardware is away. There is a call with Rhonwyn to discuss the procurement process with the Zambian team.
* For Ghana team everything is in place. They are busy with procurement of hardware and deployment will be going as planned. To begin deployment the week of the 3rd of October.
* **Ethiopia** – there are no issues that has come up on the email trail.
* Cameroon, the trip went very well and we moving on with implementation planning. With Yaoundé they are working on to get hardware procured and they are looking at getting funding for the infrastructure.
* Bakary: For Cameroon, have you determined when they will do the procurement of hardware?
* They are going to work with Safe blood for Africa to see how they can source funding for the hardware.
* Zambia – in terms of implementation and procurement of the hardware, how is that going to affect the other timeline the rest of the year?
* Rhonwyn and Carl will be able to make the call and how much time Zambia will need and see if they will be able to still jungle the schedule.
* Michael: I am planning to be in Lesotho during the week of September 12 – 16 September to observe the trainer during the implementation, Is Carl going to be with me during this period?
* There would be a person from Jembi to work with you. Carl or Rhonwyn might be joining you in Lesotho during this period.

**Product Update LT)**

* BSIS Version 1.0 has been released and it is ready for deployment in Lesotho.
* The development team has been working on the next release candidate. I will send the link and it is also on the wiki page.
* We had a call with the lead developer team from HITRAC team and they will start working on the project from Zimbabwe.
* Michelle: We had a conversation on branding and putting the CDC press for the user manuals, what is the time line for starting that process?
* LT: We are having a finalized version for 1.0 and everything after that will be refinement to the existing set of manuals.
* We are coming on with the product and with HITRAC coming on board everything is good to go well with the additional hands.

**Discuss Possible Next Countries:**

* Michelle: We will discuss that with CF and give suggestion of the next countries. I will send an email and touch base with the team

**Implementation Schedule:**

**A.O.B**

## Action Items and Decisions Made

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