

**EAS MEETING**

**Date**: 11th March, 2019

**Facilitator**: Mr. Ugochukwu Onuorah

**Meeting Attendance**;

1. Mr. Ugochukwu Onuorah
2. Chidi Akurunwa
3. Emmanuel Ajaero
4. Chinweze Ifunanya.

**Agenda**

1. Conclusions should be made on Hamza Project so as to perform audit by Chidi on 11th- 12th March, 2019
2. Chidi is to reach out to the owner of Project F32 concerning issues in the project on 11th March, 2019
3. Audit is to be made on Project F32 by Chidi on 12th March, 2019.
4. Service Order was sent to Katampe extension by Chidi to the owner on several occasions, yet to receive a response.
5. Katampe Extension project is to be visited with a hard copy of Service Order before audit can be done, date is yet to be confirmed.
6. Mohammed is to update and assist on some projects like;
7. Huel & Kal
8. Lake Chad Ona
9. E15
10. Southlake Penthouse
11. The Controller of Quaval Project has been upgraded.
12. All necessary configurations and upgrade on Quaval project will be done 0n 13th March, same time as the products audit.
13. Team is to think of better way to phrase letter sent to clients.