

Minutes of Meeting

Meta-Info:

- Date: Tuesday, the 1st of July 2008
- Location: Ahadi Institute Foundation at Kigoma, at the office of Edison
- Present: Br. Stan, Br. Douglas, Edison, Bosco, Bernard (fin. coöp.), Hakim (library coöp.), Bosco, Eric (program manager Ahadi), Fulgence (ADEN coöp.), Tom (Belgian volunteer for ICT)
- Minutes by Tom Ysewyn

Minutes:

Br. Stan started the meeting with an introduction of the structure of Ahadi Institute Foundation. Based on that introduction, he came to an inventorisation of following items that were discussed during this meeting.

1. Hardware and Network

- Inventory:
There is an existing inventory and hardware listing, but no network-scheme is available. There is a need to update the hardware list and to create a network-scheme. Inventorisation-software could be a helpful thing. Br. Stan has contacts with programmers who could create such a software-bundle.
- ICT-coördinator:
It would be very advisable to find a well trained ICT-coördinator who is 7/7 on the campus to resolve ICT-problems. It is necessary to have a contactperson for all the ICT-problems and to have someone at hand to resolve more urgent affairs.
- Dust:
A significant problem for the computers on the campus is the dust that enters the machines and that destroys ventilators and other computer hardware. A solution for this problem is most urgent.
- Basic training for staff members:
A basic training for administrative users of the computers on the campus is necessary: they have to learn how to secure their data, how to resolve small computerproblems, etc.
- Introduction of a campus server:
It would be advisable to have a central server to perform several tasks:
 - file server: a central place to put all the data and secure all the data for computer virusses.
 - web server: a central server that makes it possible to run handy webservices like a DMS (Document Management System), etc.
 - proxy server: a central server that controls the internet access en that limitets the access to users to approved websites and most of all blocks websites that do not meet with management guidelines.All of those services could run on one performant server.

2. Software

- MSDN-AA:
Microsoft provides in a special licence for academic goals. It should be checked if Ahadi Institute Foundation could apply for such a licence.
- Software that secures the data of Ahadi Institute Foundation:
There is a great need of software that secures the data and the computers on the campus: anti-virussoftware, anti ad- and spyware-software.
- Backupsoftware:
There is a great need for a good back-uppolicy on the campus. Software should be found for those purposes.

3. Library

- Library-software:
On the campus, there is a library of wich an inventory should be made. Software for that purpose should be found. The inventory will be based on the DEWEY-system.
- Library DMS:
To easely share digital documents, a DMS should be very helpful. There is a need to structurise all digital documents in a way that would be easy to use for users without an ICT-background. The DMS should be trilingual in English, French and Swahili.
- PC for the librarian:
For the moment, there is no PC for the librarian. In october a Belgian volunteer who is familiar with these things will be present at the institute. A working PC wich has access to the library-software will be necessary.

4. Guidelines

There is a need to set up and spread out some ICT-management guidelines to make an end to existing ICT-problems and to create a better work environment.

5. Financial and Logistics

- Rating of new costs:
A good rating of the ICT-budget should be made to be able to make a plan of the priorety of all new realisations.
- Simanet:
The existing internetconnection via sattelite costs a lot of money. Both contracts (Kigoma and Newmann college) with the internetprovider should be revisionised in order to be able to lower that cost. In that perspective, it should be advisable to make a rating of the cost to provide an internet connection to Aqua Lodge.

6. ADEN-centre

- Implementation of new trainings:
It would be very usefull to provide in certified ICT-trainings in the ADEN-centre. Possible trainings could be the CISCO¹-training and the ICDL-training (International Computer Driving Licence²).
- Internet-café:
Maybe it's possible to turn a part of ADEN into a kind of internet-café that could give a new income to ADEN.

7. Website

- Update for the existing website of the Ahadi Institute Foundation:
Currently there is an existing website on <http://www.ahadi.be>. This website should urgently be updated with a new lay-out and most of all: new information. There is a need to implement a way for users without web-knowledge to easely add information on that website.
- ELE:
An Electronical Learn Environment could be very helpful to the method of distance learning of the Ahadi Institute Foundation, so that syllabi and other information could be easely broadcasted to all the members of the schools that the institute has under its wings.

1 <http://www.cisco.com/web/learning/index.html>

2 <http://www.acs.org.au/icdl/>