

Artefacts generation framework

Step 1. Role/Actor: Company Secretary

Step 2: Of XYZ company

Step 3: specialized in meeting documentation and prepare of summary reports to stakeholder

Steph 4: I want a summarized note detailing attendance, purpose of meeting, deliberations and resolutions

Step 5: name it meeting Summary

Step 6: Resolution should be in bulleted points.

AI prompt

I am the secretary of my company. My role is to prepare meeting notes for the company director and product manager. I need a summarized note of attached minutes of meeting stating the following

Attendings

Purpose

Deliberations

Resolutions

Resolutions should be stated in bulleted format

Response

Here is a **summarized note** of your attached minutes of the meeting, structured as you requested:

Meeting Summary

Attendance

- Company Director
 - Company Secretary
 - Product Manager
 - Treasurer
 - Branch Manager
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Purpose

To deliberate on the integration of all company revenue into the government's harmonization account as mandated, ensuring clarity on implementation processes, stakeholder roles, and addressing concerns about existing technology solutions and revenue distribution.

Deliberations

- The Company Director emphasized the need for compliance with the government directive on revenue harmonization and the importance of stakeholder engagement.
 - The Company Secretary explained the categorization of departments into those with and without existing technology solutions and the need for integration through APIs or new platforms.
 - The Product Manager clarified that:
 - Existing consultants will not be phased out but must integrate their platforms.
 - Fee components will be identified and recorded for proper allocation.
 - Consultants' and payment gateways' charges will be credited back to designated accounts if properly coded.
 - Stakeholders' accounts can be credited per transaction or at defined intervals.
 - Questions were raised about:
 - How consultants' charges will be processed.
 - The ability of the platform to identify fee components.
 - Timing of stakeholders' account crediting.
 - After deliberation, it was agreed that credits to stakeholders' accounts should occur **per transaction and instantaneously**.
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Resolutions

- An integration steering committee comprising members of all stakeholders shall be formed.
- Ofuje Stephen Amana will create a WhatsApp platform, onboard all members, and grant admin rights to representatives from NGSIRS, CoE, and Tespire/JD Lab.
- Representatives will meet to create **fee codes for all fee items**.
- The Company Secretary will draft a **project workplan** to manage the integration.
- An **account reconciliation committee** comprising all financial stakeholders will be established.