Ubuntu Zimbabwe

ICT Africa Show '09 Pre Planning Minutes

Present:
1. Neil
2. Ganyani
3. Arthur
4. Kalpesh
5. Donald
6. Kerry
7. George
8. Solomon
9. Nyasha
10. Joseph
11. Ronald

Agenda:
ICT Africa '09 Show Pre Planning

Date: 04 September, 2009

Venue: 336 H Chitepo (Harvest International)

RESOULUTIONS:

It was resolved that:

1. We set up a typical live mixed office environment – showing integration with Windows (mail, webserver, authentication, file compatibility .....)

2. We exhibit and show other family distros – Kubuntu and Edubuntu

3. We take up the lounge offer from Yo Africa and run the ubuntu lounge – slide show presentations will projected at the lounge, coffe might be served.

4. We come up with a simple online registration site (with opt in options for release party, mailing list subscription ....)

5. Members should confirm when and what time slots they will be available to mann the stands

6. We form sub committees to look at different issues and tasks

7. We meet next Friday to review progress and give feedback – 6 for 6.30 pm at Harvest International, 336 H Chitepo Street

8. Sub committees to meet at least once before the next LoCo team meeting

9. That team members will setup the night before

10. That team members will be trainined on the use and operation of the Freedom Toaster

11. That we put a nice sign at the ubuntu lounge

12. That team members will hold a postmotem meeting

SUB COMMITTEES

1. Presentations/Activities Committe

Kalpesh, Ronald & Joseph – to design presentations, source VGA cables, screens, monitors,

presentation machine, sound

Kalpesh & Joseph – organise marketing materials and get printing costings from Chris

2. Hardware Setup Committee

Neil, Ray, Donald – setup the perfect ubuntu desktop, setup the cluster servers

Nyasha – to setup CDMA, GPRS connection demo on ubuntu

STAND ROLES AND RESPONSIBILITIES

At any given time interval within the 3 hour slots, we should have atleat:

1 person manning the demo machines

1 person responsible for registration

1 person responsible for the servers

1 person manning the ubuntu lounge

1 person responsible for the freedom toaster

OUTSTANDING ISSUES

1. Kensignton locks

NICE TO HAVE

1. Couch

2. Bar Fridge – Joseph & Kerry

SCHEDULE OF COMITMENTS

Person Responsible	Action to be Done	Resources Needed	Item Duration	Deadline
Neil	1. Setup Server Clusters	Demo machines Network Cards, cables (Kerry)		A day before the show
	2. Design registration site	Ray		
	3. Setup Demo PC's	Team Members		A day before the show
	4. Follow up demo machines from Virtual	Virtual		
Kalpesh	1. Provide presentation machine	Presentation machine Speakers Audio Cables (Joseph & Nyasha) Projector		
	2. Get printing costings from Chris	Chris & Joseph		
	3. Freedom toaster housing	Financing		
	4. Provide screw driver set			
	5. Get information and clarification on registration, security, stand sizes, power points, network points from Yo Africa	Mark, Sandy (Yo Africa)		Before next meeting
	6. Organise drinks and meals	Financing		
	7. To provide digital and video camera's			

	8. To provide costings for shirts			
Donald	1. Organise more hardware – 2 Server machines, 2 monitors, 7 laptops 2. Organise lighting and stand displays 3. Setup Server Cluster and Desktop 4. To check Freedom Toaster Sponsorhip 5. To check donation for T Shirts, stickers.. from SA 6. To provide KVM switch	Microman Powerspeed Electrical Team members Powerspeed Electrical		
Ganyani	1. To help with presentations	Team Members		
Ronald	1. To design presentations			
Joesph	1. Responsible for the ubuntu lounge 2. To organise coffe for the lounge 3. To provide tables and chairs 4. To meet Chris and get printing costings 5. To provide advertising trailer 6. To provide 16 port switch 7. To provide two way radios 8. To provide security camera's 9. To provide audio & VGA cables 10. Might provide flash sticks and other freebies			

	11. To provide two external writers			
	12. To provide 50 blank Cds and sleeves			
	13. To commit a car and driver on the setup night			
	14. To print and laminate signage			
Kerry	1. To provide 12 port switch			
	2. To provide computer components – network cards, crossover cables ...			
Nyasha	1. To demo CDMA, GPRS on ubuntu			

Date of next meeting: Friday 11 September, 2009

Venue: 336 Herbet Chitepo Avenue

Time: 6 for 6.30 pm

Agenda: Report back and progess update