

Minutes Of the Meeting Held March 2, 2022

Location : Principal investigators office and Google Meet.

Secretary : Orisadare Emmanuel Ayo.

In attendance :

1. Prof. A.O. Oluwatope - Physical
2. Prof. I. O. Awoyelu - Physical
3. Prof. Bisi Bakare - Physical
4. Dr. I. J. Diyaolu - Virtual, later Physical
5. Dr. A. Ogunyemi - Virtual
6. Mrs. Adedeji - Virtual
7. Mr. E. O. Achukwu - Virtual
8. Mr. E. A. Orisadare - Physical

Absent

Mrs. Eunice Ify.

Discussion

1. Prof Oluwatope commenced the meeting with greetings and a declaration of the agenda for the day.
2. Prof. Oluwatope notified the members of the release of the first tranche of fund by Tetfund which amounts to #14,842,023.35.

3. Prof Oluwatope advised that there is a need for the inclusion of Email address as a transaction notification means on the project account. This is to avoid unnecessary charges that come with SMS notifications.

4. Prof. Oluwatope acknowledged the great work done by the research design team which includes Prof. Bisi Bakare, Dr. Ogunyemi, and Dr. Diyaolu.

5. Prof. Oluwatope (P.I) drew the attention of members to the project timeline which was earlier scheduled to start by January. A reschedule was concluded by the team for March 2022.

6. The P.I welcomed ideas on the next activity on the project schedule (literature review).

7. Dr. Diyaolu stated his interest in partaking in the literature review aspect of the research work. Dr. Ogunyemi stressed the need for a systematic method of literature review. He buttressed his idea with valid points on the importance of the review method to the project's success.

7. b. Prof. Bakare also supported the idea, however, emphasized the need to review other literature review methods. This is to ascertain if the systematic review method is the best or there are other suitable methods.

7.c. Mr. Achukwu also expressed his satisfaction with the systematic review approach. He also proposed that the activities should be partitioned into sections for different groups in different research areas, after which we can come together to harmonize them.

8. The P.I reiterated the need for a proper literature review and thanked Dr. Ogunyemi for his valid contribution.

9. Prof. Awoyelu also appreciated Dr. Ogunyemi's idea. She inquired about the next step in progressing the project as regards protocols to be followed while using the systematic approach of literature review.

10. The P.I requested a written guild line and work plan for the literature review from Dr. Ogunyemi.

11. Prof. Bakare called the attention of Dr. Ogunyemi to the usage of a systematic form of review in the medical field, Dr. Ogunyemi stated that this method isn't limited to the medical field with explanations.

12. Prof. Bakare was appointed by the P.I to lead the team in charge of designing a guideline for the comprehensive review of literature, other members of the team are Prof. Oluwatope, Prof Awoyelu, Dr. Diyaolu. One week was allocated for this task.

13. Dr. Ogunyemi emphasized the need for official consultation of Tallinn University, Estonia. This is to ensure a formal acknowledgment of his contribution to the research.

14. The need for the involvement of post-graduate student mentees in the research work was highlighted. Mr. Achukwu and Mrs. Ify were informed of the need for proper contribution to the research work.

15. The P.I gave a quick review of the spending profile for the first tranche of money released.

16. It was agreed that remuneration should be made available for research members quarterly.

17. The P.I informed members of the allocated/dedicated workspace for the research members in a section of the OAU ICT incubation center. Members of the research team made a quick tour of the center after the meeting.

Adjournment

Motion for the adjournment of the meeting was moved by Dr. Ogunyemi and seconded by Prof. Bakare.

The meeting ended at 2.30 P.M WAT.