**UNCC-AA Project Walkthrough Meeting – Programme of Events**

**Day: 16 November 2020**

**Time: 0830hrs – 0900hrs**

**Venue: UNCC-AA Conference Room 1**

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| **Event** | **Responsible** | **Time *(Hours)*** |
| QR Code displayed on totem and LED screens | Sakyibea/Marcel | 0800 - 0815 |
| Introductory remarks | Almoustapha | 0830 - 0832 |
| **Hybrid Meetings and integration with CMSI presentation** - Demo of the Hybrid LED screen display solution | Marcel | 0832 - 0837 |
| **Showcasing the Papersmart solution**- Printing on demand | Ahmed/Charles | 0837 - 0842 |
| **Presentation on UNCC-AA Renovation Project Phase 1 and 2** - Deliverables- Costs- Timelines- Risks/Constraints- Recognition of completed Phase 1 project team  | Ali/ Marian | 0842 - 0852 |
| General discussion and comments | All | 0852 - 0855 |
| Feedback/Comments from the ES | The ES | 0855 - 0900 |
| End of event and exit | All | 0900 - 0905 |