

## Portal Committee Agenda

**Tuesday, 14 January 2025, 4-4:45 pm Central Africa time**

Please plan on 45 minutes for this meeting. Visit [www.elisanetwork.com](http://www.elisanetwork.com) for more information about ELISA.

Zoom link: <https://icpdprograms-org.zoom.us/j/81437632008?pwd=sQSSkduAOWnlPOwlOCOJ4x2W9RWbtg.1>

Meeting ID: 814 3763 2008 Passcode: 271811

Document Archives: [www.icpdprograms.org/committees](http://www.icpdprograms.org/committees) (scroll down to ELISA section)

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- Welcome & introductions
- Focus Topic - **Prioritisation of the programming work/IT staff for the portal for Q1 and Q2 of 2025; Development projects include:**
  - **ELISA Business Scholars - mentor guidelines, individualised coaching plan online**
  - **Project pages - make events shareable; allow Project page owners to see who has viewed their project; searching and filtering of the pages; posting of resources and opportunities (including miscellaneous posts by category such as funding opportunities, services, goods, etc.), while being mindful of curation and security; enhance the functionality of adding team members; crowd funding for project pages (with feedback system)**
  - **User experience and usability testing (UI/UX)**
  - **Members - Onboarding process; members to see who has viewed their profile; rewards system**
  - **Prospective members - enrollment process streamlined**
  - **Website optimisation for mobile devices**
  - **Analytics within the portal**
- Updates, past action items, and recent developments
  - **Michael Oyalana joined ICPD in November as the [Member Relations Coordinator](#)**
  - **Future committee meetings structure - agreed to continue to meet quarterly and dates set for 2025**
  - **Objectives for the ELISA portal, as discussed at the October 2024 meeting**
    - **enhancement of member engagement within the portal so that the average time members spend on the portal and the frequency of their visits increases by xx%; what are the past and future milestones?**
    - **networking amongst entrepreneurs and ELISA members**
    - **seek and engage entrepreneurs**
  - **Web traffic report**
  - **Portal enhancements - update from IT work retreat**
  - **Upcoming Confab - 13 February, with the speaker and focus topic to be determined**
- Other/Next steps and future action items
  - Data about the entrepreneurs on the EBN (who they are and what they need?)
  - Confabs - all videos posted and promoted on social media pages

Future meeting Dates (all meetings at 4 pm Central Africa Time):

- 8 April 2025
- 22 July 2025
- 21 October 2025

