



INDAIX
Foreign aid
MEETING REPORT

<p>Project : Indaix 2007 Meeting date: 2007-01-30 Writing date : 2007-01-31 Updating date: 2007-02-06</p> <p>Object : Technical and Administrative data progress meeting</p>
--

<p>AGENDA:</p> <p>Objectives : To identify the activities to improve and to collect involved actors, existing, and encountered difficulties.</p> <p>Plan :</p> <ol style="list-style-type: none"> 1. Progress <ol style="list-style-type: none"> 1.1. Initial planning V1.3: 1.2. Comments 2. Agenda <ol style="list-style-type: none"> 2.1. Observations and Decisions Technical part: Administrative data part List of the CWI's current activities: Activities to improve 2.2. Action to do 3. Appendix <ol style="list-style-type: none"> 3.1. CWI existing Computer Network 3.2. Comments
--

Participants			Diffusion
Rajkumar		CWI Director	Dimitri KLEIN Rajkumar Indaix board
BRAC de la PERRIÈRE	Emilie	Indaix board	
ESTEVE	Pierre	Indaix board	
ROQUEBLAVE	Julien	Indaix board	
SILBERFELD	Marie	Indaix board	

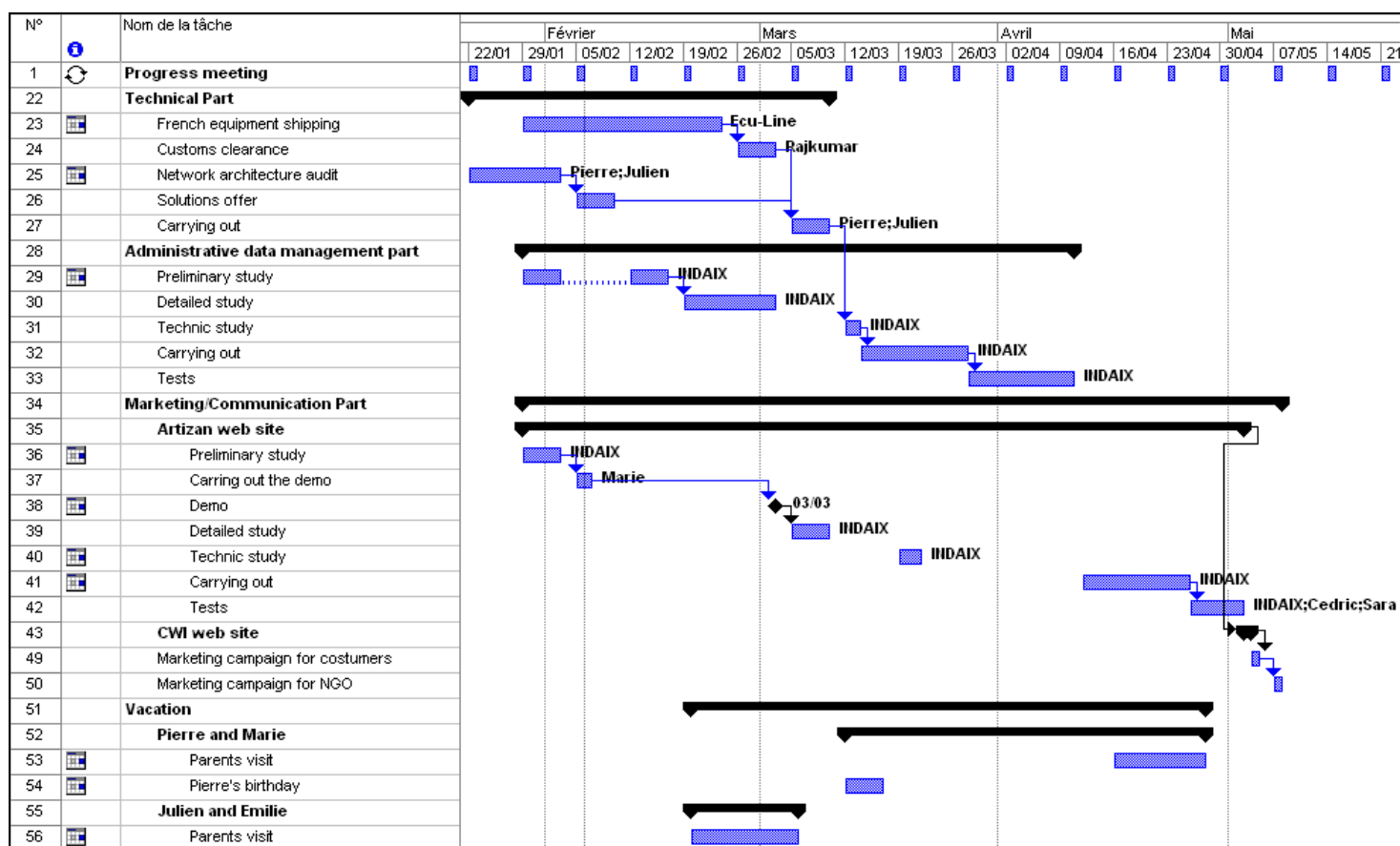
Author	Indaix board
NEXT MEETING DATE WITH CEDRIC	2007- 01- 31

INDAIX at CWI's place	Indaix – association loi 1901 – N°W131000760
234 V.M street	546, avenue Jean Monnet
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France
contact @ indaix.fr	
http://indaix.fr	

MEETING REPORT

1. Progress

1.1. INITIAL PLANNING V1.3:



1.2. COMMENTS

CWI Web site and the Marketing campaigns are not planned at the moment.

INDAIX at CWI's place	Indaix – association loi 1901 – N° W131000760
234 V.M street	546, avenue Jean Monnet
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France
contact @ indaix.fr	
http://indaix.fr	

MEETING REPORT

2. Agenda

2.1. OBSERVATIONS AND DECISIONS

Technical part:

The technical part includes all the steps to carry out from computer equipment shipping to bringing computers into service (Computer equipment management and network management)

- Equipment shipping :
 - Project subject :Export / Import management of the computer equipment
 - Type of involved actors :
 - Director
 - Forwarding agent
 - Indaix board
 - Progress :
 - 31/01: meeting with Rajkumar and the customs so as to show the Indaix's pro forma invoice, among others.According to HBI Marseille:
 - 07/01/28: Equipment departure one week late on the initial departure date (07/01/22).
 - 07/02/25: The ship last 4 weeks minimum.
 - 18/02/07: opening of the file ALLCARGO Chennai. The person in charge of the file will be known at this time by a phone call from us.
- Network :

Following the presentation of the existing architecture network (confer Appendix):

 - Project subject : Improvement of the existing architecture
 - Type of involved actors :
 - Nil
 - Existing :
 - Statistics of the equipment (cf. Appendix):
 - Second floor: 16 static PCs, 1 Wireless Fidelity Access point, 1 switch.
 - First floor : 29 static PCs, 1 modem, 1 Internet access, 1 switch
 - Ground and Shop : 2 PCs
 - Antivirus solution:
 - The CWI's server is equipped with Norton antivirus server, each PC from the Computer Lab are client of the server for the update.
 - All others computers have got their own antivirus.
 - Encountered difficulties :
 - At the moment, nobody is in charge of the network management.

INDAIX at CWI's place	Indaix – association loi 1901 – N°W131000760	
234 V.M street	546, avenue Jean Monnet	
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France	
contact @ indaix.fr		
http://indaix.fr		

MEETING REPORT

- Only one physical network is setup for the 3 different entities (Epok, Mancini, and CWI). The management of the existent sharing of the files between and within entities make easier :
 - the virus propagation
 - the intempesive update or destruction of data
 - the intempesive sharing of confidential data
 - Some computers (mainly Mancini'ones) are using fix IP, some aren't: the risk of address IP conflict is important.
 - The electric supply for the network cubicle in the Computer Lab has to be rethought so as to avoid intempesive power cut by the plug.
 - Some network cables are defective and generate network and Internet faulty connection.
 - The identification of the wall network plug and the plug on the switch is sometimes missing.
 - All the electric plugs of the building are not connected on UPS (only the Computer Lab and the Office)
 - The lack of Firewall makes easier the external intrusion into the network.
- Information system and computing
- Project subject : Improvement
 - Type of involved actors : Trustees, Director, HI/I, Students
 - Existing :
 - Locking of the Internet and network access for the students only.
 - Permission of the mail access for the students the last month only.
 - Encountered difficulties :
 - Nobody is in charge of the Information system and computing (Isabelle helps for the mailing and the hosting, and Saif helps for CWI Site web)
 - Demand for the next solution :
 - Permanent Internet access in Web Design classroom.

Administrative data part

This part consists in managing all the necessary data for CWI's functioning.

List of the CWI's current activities:

- Human Resources Management
- Finance management and accounts
- Teaching
- boarding school and surveillance
- Catering
- Marketing and Commercial
- CWI's external communication
- Internal communication
- Purchasing

INDAIX at CWI's place	Indaix – association loi 1901 – N° W131000760	
234 V.M street	546, avenue Jean Monnet	
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France	
contact @ indaix.fr		
http://indaix.fr		

MEETING REPORT

- House keeping
- Transport
- Information system and computing
- Property management

Activities to improve

Following activities has been selected for the improvement project of the CWI's process.

- CWI's external communication:
 - Project subject : Improvement of the CWI's Web site
 - Type of involved actors :
 - Managing Trustee
 - Director
 - Web Design Instructor
 - Web Design class
 - Indaix board
 - Cybernaut
 - Existing :
 - Designed by Sara and carried out by Saif.
 - The Web site is static.
 - Encountered difficulties :
 - The content has to be updated.
 - The existing Web site management needs computing skills.
 - Demand for the next solution :
 - The Web site has to be ready for the April 3rd
- CWI Internal communication:
 - Project subject : Improvement of the CWI's internal information sharing
 - Type of involved actors :
 - Managing Trustee
 - Director
 - High instructor
 - Instructor
 - Students
 - Indaix board
 - Existing :
 1. Workflow between Trustee - Director
 - a. To pass on information : E-Mailing and verbally
 2. Workflow between Director - Instructor (HI and I)
 - a. Daily: Data are shared about the Instructors leave
 - b. Daily: On the Discipline record, data are shared about the students discipline on diary (one per classroom).
 - c. Daily: On the Hourly Record, activities of the classroom are listed by instructors.
 - d. Daily: Students attendance are done by instructors

INDAIX at CWI's place	Indaix – association loi 1901 – N° W131000760	
234 V.M street	546, avenue Jean Monnet	
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France	
contact @ indaix.fr		
http://indaix.fr		

MEETING REPORT

- e. Weekly: Each Saturday, meeting Rajkumar and Instructor with a rotation by courses. So Rajkumar meets in person every 5 weeks Instructors.
- f. Monthly : On the Academic record (Mark sheet), grades are listed by Instructors
- g. At any time, circulars can be provided by Rajkumar and they have to be signed by instructors.
- 3. Workflow between Instructor (HI and I) - Students
 - a. Each end of school year : Evaluations are given by Students to their instructors
- 4. Workflow between Instructor (HI and I) - Instructor (HI and I)
 - a. To pass on information : E-Mailing and verbally
- 5. Workflow between Director - Students
 - a. Weekly: each Sunday, Rajkumar can meet some of the students.
- 6. Workflow between Director - Parents
 - a. A file (certificate + Mark) is handed in to the parents at the end o the school year.
- o Encountered difficulties :
 - 1a: The network is not enough secured to share data through it.
 - 2: Instructors reach with difficulties the school computer because few of them are available.
 - 2: the feedback can be slow.
 - 2 and 3: the paper management takes too much time.
 - 3 : Some students can't fill in a form in English.
- o Demand for the next solution :
 - The Intranet has to be ready for the beginning of the school.

2.2. ACTION TO DO

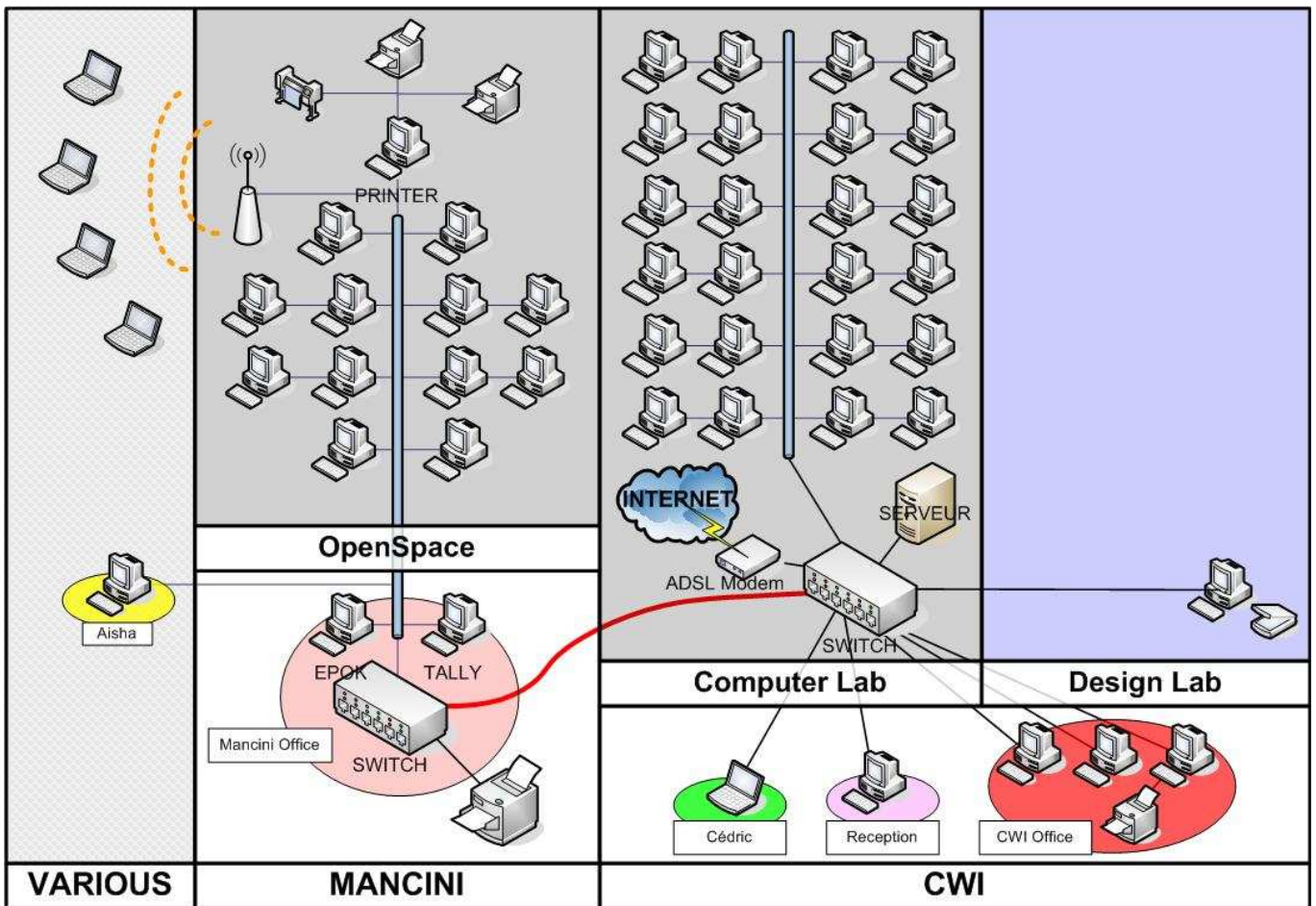
ACTION	IN CHARGE	WEEK
<i>Network part :</i> <ul style="list-style-type: none"> • Call Allcargo to get the name of the person in charge of Indaix's file • Get the Bill of lading from HBI and do the listing of the pallets box • Start to carry out the Technical part file 	INDAIX INDAIX INDAIX	WEEK 8 WEEK 6 WEEK 6
<i>SI part :</i> <ul style="list-style-type: none"> • Give hand to the interview 		
<i>CWI external communication part :</i> <ul style="list-style-type: none"> • Start to carry out the CWI external communication part file 		
<i>Internal communication part :</i> <ul style="list-style-type: none"> • Start to carry out the Internal communication File • Design the process 	INDAIX INDAIX	WEEK 6 WEEK 6

INDAIX at CWI's place	Indaix – association loi 1901 – N° W131000760	
234 V.M street	546, avenue Jean Monnet	
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France	
contact @ indaix.fr		
http://indaix.fr		

MEETING REPORT

3. Appendix

3.1. CWI EXISTING COMPUTER NETWORK



3.2. COMMENTS

The appendix is part of the Technical File which will present solutions.

INDAIX at CWI's place	Indaix – association loi 1901 – N° W131000760
234 V.M street	546, avenue Jean Monnet
Mylapore, Chennai, 600 004, India	13090 Aix en Provence, France
contact @ indaix.fr	
http://indaix.fr	