

Project Progress Report

Digital Services Improvement Meeting

Recorded: 30 September 2026 · 3 min

MEETING DETAILS

Date 30 September 2026 ^[edited]
Organisation Digital Services Unit ^[edited]
Chair Hassan Ahmed
Source: 0:00, 2:40

ATTENDEES

Hassan Ahmed
Role: Project Lead (Chair)

Mariyam Shifa
Role: Product Manager

Ibrahim Nazeer
Role: Engineering Lead

Fathimath Raniya
Role: User Research

PROGRESS

Workstream	Status	Complete	Owner	Source
second development phase	about 80% complete	80	<i>Not specified</i>	0:23

MILESTONES

Milestone	Target date	Status	Source
usability testing sign-off	<i>Not specified</i>	unknown	2:40

BLOCKERS

Blocker	Owner	Source
document uploads sometimes timeout on slow connections	<i>Not specified</i>	0:41
three open defects on the notification service	<i>Not specified</i>	0:41

RISKS

None recorded

DEPENDENCIES

None recorded

DECISIONS

D-01 — It was agreed that usability testing would be completed prior to the next release. Highest impact user feedback would be prioritized, commencing with the progress indicator and upload step. ^[AI formal] (1:31)

ACTION ITEMS

Action	Responsible	Deadline	Source
prepare the updated testing checklist	Mariyam Shifa	9 October	1:52, 2:06
review the unresolved technical issues, including the upload timeout, and report back	Ibrahim Nazeer	12 October	2:11, 2:21
compile the user feedback for the next review	Fathimath Raniya	before the next meeting	2:25, 2:36
update the project implementation timeline	Hassan Ahmed	by Friday	2:25

NEXT REVIEW

Venue *Not specified*

Date 15 October

Time *Not specified*

Agenda deployment readiness

Source: 1:52

OTHER MATTERS RECORDED

Review current project progress

number: 1

Discuss outstanding technical issues

number: 2

Review user feedback

number: 3

Confirm upcoming implementation tasks

number: 4

Agree on next milestones

number: 5

current progress (0:00)

number: 1

outstanding technical issues (0:00)

number: 2

user feedback (0:00)

number: 3

upcoming implementation tasks (0:00)

number: 4

our next milestones (0:00)

number: 5

current progress (0:23)

Summary: Mariyam reported that the second development phase is about 80% complete, with the online application form and status tracking page finished and in testing. · Raised by: Mariyam Shifa · Agenda number: 1

outstanding technical issues (0:41)

Summary: Ibrahim raised that document uploads timeout on slow connections and there are three open defects on the notification service. · Raised by: Ibrahim Nazeer · Agenda number: 2

user feedback (0:52)

Summary: Feedback collected from 42 users indicated common requests for a clearer progress indicator and confusion with the upload step. · Raised by: Fathimath Raniya · Agenda number: 3

release timing vs usability testing (1:06, 1:14, 1:26)

Summary: The team debated whether to release on schedule or complete usability testing first, concluding that completing testing avoids extra support calls and allows time to fix technical issues. · Raised by: Hassan Ahmed

complete usability testing before the next release (1:14)

basis: If the upload step confuses people, launching early will only create more support calls.

If testing runs long, the deployment window in November may be tight. (1:45)

Timestamps are offsets into the recording. Each item cites the point in the recording it was drawn from; its wording summarises what was said there and should be read against the recording.