MEETING MINUTES

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| MINUTES | | | | |
| Project Name: | Establishment of a Comprehensive Geospatial Database & GeoPortal for Madinah Municipality | | | |
| Meeting Name: | System Analysis | Meeting Time: | 2.00 PM | |
| Meeting Location: | IT Office Amana | Meeting Date: | 02.04.2019 | |
| Purpose and Objectives of the meeting:  To discuss the detail system requirement for Organize Plan and Unorganized Settlement System | | | | |
| Present: | Name | | | Initials |
| Amanah | Ahmed Muhammed – IT | | | AM |
| GeoTech | Muhammad Yousaf | | | MY |
| GeoTech | Wajid Hanif | | | WH |
| GeoTech | Nizar Fahti | | | NF |
| GeoTech | Baris ULUZMANOGLU | | | BU |

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| AGENDA TOPICS DISCUSSED | |  |
| Summary Description of Topics discussed by Agenda Item | | Ref to Action Item |
| 1. | System Analysis – Organize Plan and Unorganized Settlement System | 1 |
| 2. |  |  |
| 3. |  |  |

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| Item Discussed | |
| 1 | * This system is using oracle form application inside map component and display parcel, building, deed information on the map. * The map component is provided by GIS department and it developed using MapInfo, oracle form. * This system is providing to the licensing for reconstructing organize plan or unorganized settlement. * If someone is selling or buying building, land etc. They should come to Amana and check to the land, selected area organizes or unorganized. * If requested land or building unorganized deed information not available. This meaning surveying department, planning department, GIS department create to the deed or sak. * Process Steps:   1. Engineering Office send request of the approval for this building.   2. When Engineering office send request. Document field information added the database and created order number.   3. Request is going to the MapInfo side. They can check to the related building sak information and it will generate to the text file (MapInfo desktop application and Oracle database communication provided by text file). This text file includes polygon vertex coordinate.   4. When map info side checked the building than generated the text file next form upload to text file.   5. Map Component displays desired building on the map. Than click update button. Sak table updated.   6. This step we have the sak or deed information for the related building or land.   7. Next form it’s going to survey department form to examine sak information. This form inside user can enter the order number and related building and sak information display on the map.   8. Than request going to plan department. Planning department working to this deed information and generate Tanzim document (new parcel, wadi, street information etc.) Than sending to the surveying department for approval Tanzim document.   9. Next form downloads to the created Tanzim file. Than send it the Engineering office. (There is a user manual after Tanzim file. ([http://amana-md.gov.sa/Pages/adv/Documents/المكاتب%20الهندسية%20-%20دليل%20اعداد%20البيانات%20قبل%20التنظيم%20وبعد%20التنظيم.pdf](http://amana-md.gov.sa/Pages/adv/amana_electronic_systemsa.aspx)  )). It will generate to the text file and save the database.   10. Next form Karar ziraa send the approval survey department. This process upload to the GIS Layer and insert new things.   11. This step there is a 2 option. Survey department accept the engineering office document or they can generate own document.   12. Next form open approval karar ziraa document file. Map component displays Engineering office document with all layer information on the map. This form inside all text field editable They can edit and update to the system. Than request is going to engineering office.   13. After this step final form is opening engineering office display on the map document and layer information. All text field only readable. When user click to move button. GIS data move to the oracle form. Than user can take a print document. |

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| Action Items | | Person Responsible |
| 1 | * GeoTech will prepare the System Analysis Report which will include the complete technical detail about this meeting | BU |