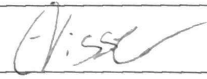
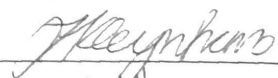
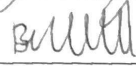

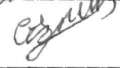



Authors	CSL Schutte, B Peters	Project Detail Project Management 412 Assignment 1
Document	Project Assignment	
Date	2021-03-29	
Revision	0	

Meeting Agreement		
Group Id ¹ :	I - Z	
Meeting Allocated Tutorial Period ² :	8-9 Thursdays	
Additional Agreed Weekly 1hr Timeslot ³ :	1-2 Monday's	
Meeting held on / at ⁴ :	6 April - 1-2	
<p>We have met as a team at the time and venue as indicated above, and have jointly decided and agreed on the above weekly timeslot to meet as a group to plan and work on the project deliverables. We recognise that all members of the team are available for both tutorial periods (one to attend class, and the other to meet as a team).</p> <p>We had also discussed and decided that the person indicated below will be our team leader. We realise that we as a team need to work together, and support each other to make a successful completion possible, and we all agree that these timeslots are feasible given our personal schedules.</p> <p>In the event that a member cannot attend the weekly meeting, the team member will apologise to the team leader, and this apology will be recorded in the meeting's minutes. We realise that if a member does not contribute, we are responsible to identify this and report it on the colleague assessment system when assignments 1, 2 and 3 are submitted.</p> <p>We have also indicated the new team leader and unavailable team members on SUNLearn via the SUNLearn quiz.</p>		
	Name⁵	Signature
Permanent Team Leader:	Emile Visser	
Member 2:	Philip Kleynhans	
Member 3:	Bianca Kendall	
Member 4:	André Valkenburg	
Member 5:	Leon Erasmus	
Member 6:	Rensheng Lekholoane	

¹ The Group Id as per the group allocations on SUNLearn (e.g. "A-1")

² The tutorial period to be used **for meetings, not when you are present in class**, as per the group allocations on SUNLearn (e.g. 08:00 Thursday or 09:00 Thursday)

³ Specify the time and if possible the venue (or online), where the weekly meetings will be held.

⁴ The place and time where this meeting was held (could also be online).

⁵ If a member did not attend, and you could not reach the person to arrange this agreement meeting, please add his/her name also below, but in place of the signature, indicate "Did not attend and could not be contacted".