**Meeting Minutes (Wednesday, 05 March 2025)**

**Agenda:** The meeting aimed to establish effective communication strategies and foster a collaborative environment to ensure the successful completion of the current assessment.

1. Communication Methods Used:

* **WhatsApp:** For daily updates and reminders.
* **Google Meet:** For virtual meetings.

1. Effectiveness of Communication:

* **Worked Well:** Google Meet improved discussions, and WhatsApp was efficient for quick communication.
* **Tried but Didn’t Work:** WhatsApp calls (22 February 2025 ) (slow and ineffective), email updates (inconsistent responses).
* **Communication Difficulties:** Some participants don't always respond. Meeting scheduling is still challenging because of availability problems.

1. Group Communication Per Member:

* **Members who communicate well:**
  + **Samkelisiwe Sithabile Khanyile, Asanda Ndhlela, Ezile Xozwa, and Thulani Lunyawo** – Attend every meeting and communicate effectively.
* **Inconsistent Communicator:**
  + **Inam Jim** – Missed a meeting but apologized and requested updates.
* **Non-Communicative Member:**
  + **Strathmore York** – Has not participated in all meetings or discussions.

4. Business of The Day:

* To deconstruct the assessment into manageable tasks.
* To utilize the community communication channel for efficient work sharing and time tracking.
* Appoint a role for each member, with a set of individual responsibilities to aid the working operations and progress of the group.

5. Key Discussion Points:

- It was outlined that there are still 2 outstanding roles to be appointed to two of our respective members and they will be discussed and explained in the next meeting.

- Emphasis was placed on creating a supportive atmosphere where team members feel comfortable raising concerns and seeking assistance.

- The next meeting will be conducted via Google meeting evening, the time and date 11 March 2025 to track the progress of our team members.

- It was asked from any volunteer to appoint themself as the primary contact responsible for sending inquiry emails and managing communication and correspondences with lecturers and supervisors.

- All members were advised to regularly consult the assignment document to ensure alignment with project requirements.

**Proposed Tasks**:

|  |  |  |  |
| --- | --- | --- | --- |
| **High priority** | **Mid-range priority** | **Low priority** | **To be considered** |
| Assigning specific tasks to team members to ensure a structured and effective approach to the project | Selecting an individual responsible for correspondence with subject coordinators. | Narrowing down a list of tools to be used for undertaking certain tasks of the assessment | Checking for regular updates and doing consultations in the groups where necessary. |
|  |  | Consulting the previous year’s submissions and reviewing the case study | Compiling all individual contributions into a cohesive document |

The meeting concluded with a consensus on the importance of clear communication and structured collaboration for the success of the project.

**Next meeting**: Wednesday 02 April 2025, between 18:00 – 20:00