**Tutorial Template: Meetings**

Project Title: GlowUp WebApp

Date:04/02/2025

Meeting Number: 1

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| **Name** | **Student No** | **Programme** |
| **Babumbi Mazwiduma** | **Cse23-107** | **Computer System Engineering** |
| **Atang Masole** | **Cse23-084** | **Computer System Engineering** |
| **Rethabile Banda** | **Cse23-054** | **Computer System Engineering** |
| **Pauletta Maungwe** | **Cse23-091** | **Computer System Engineering** |
| **Lawarence Letshea** | **Cse18-028** | **Computer System Engineering** |

**Tutorial Preparation (Academic)**

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| --- | --- |
| Tutorial Number: | *1* |

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| **How do you feel your project is progressing?**  *Before you attend your tutorial, provide a rating out of 5 for each portfolio section by highlighting the number which represents how you feel the project is progressing.* |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Project Schedule | On Schedule | 5 | 4 | 3 | 2 | 1 | Behind Schedule |
| Requirements Specification/Analysis | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Planning Documentation | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Methodology | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Solution Design Documentation | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Testing | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Technical Deployment | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Evaluation and Critical Reflection | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |

**Agenda:**

1. Introduction of team members
2. Discussion of project ideas
3. Contribution of project ideas

**Meeting Discussion Summary:**

* Each member contributed two project ideas.
* The best two ideas were to be presented to the supervisor.

**Work Done:**

* **Task 1:** Group formation and discussion on additional members.
* **Task 2:** Rough idea of project direction and idea contribution.

**Key Achievements:**

* Formation of team.
* Contribution of project ideas.

**Challenges and Solutions:**

* **Challenge 1:** Absence of some team members during tutorial.
  + **Solution:** Created Teams and WhatsApp groups for communication.

**Feedback Needed:**

* **Point 1:** Supervisor advised team to finalize one idea for submission.
* **Point 2:** Supervisor provided guidance on refining project ideas.

**Work to be Done:**

* **Task 1:** All members to contribute project ideas for final selection. *(Deadline: 05/02/2025)*

**Action Items:**

* **For Students:**
  + Submit two project ideas *(All members, 05/02/2025)*
* **For Supervisor:**
  + Review and provide feedback on ideas *(Deadline: TBA)*

Date: 05/02/2025

Meeting Number: #2

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| **Lawarence Letshea** | **Cse18-028** | **Computer System Engineering** |

**Agenda:**

1. Review of agenda
2. Evaluation of two chosen topics
3. Brainstorming pros & cons
4. Implementation discussion
5. Final decision on project ideas

**Meeting Discussion Summary:**

* Each member presented their project ideas.
* Weighed pros and cons of all ideas.
* Merged similar ideas and selected two final project ideas for submission.

**Work Done:**

* **Task 1:** Finalized two project ideas for supervisor submission.
* **Task 2:** Assigned a team member to compile and type the document.

**Key Achievements:**

* Agreement on two project ideas.
* Selection of document editor.

**Challenges and Solutions:**

* **Challenge 1:** Disputes over feasibility of ideas.
  + **Solution:** Selected ideas that were more achievable.
* **Challenge 2:** Some ideas lacked detail and preparation.
  + **Solution:** Discarded unprepared ideas.

**Feedback Needed:**

* **Point 1:** Supervisor to assess project ideas and advise on feasibility.
* **Point 2:** Guidance on which idea aligns best with requirements.

**Work to be Done:**

* **Task 1:** Start working on **Terms of Reference (TOR)** *(Deadline: 24/02/2025)*

**Action Items:**

* **For Students:**
  + **Complete PROJECT Scope and start working on TOR** *(Responsible: Rethabile Banda, Deadline: 10/02/2025)*
  + **Research on existing systems and approaches** *(All members, Deadline: 10/02/2025)*
* **For Supervisor:**
  + Review project scope *(Deadline: TBA)*

Date:11/02/2025

Meeting Number: #3

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**Tutorial Preparation (Academic)**

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| Tutorial Number: | *2* |

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| **How do you feel your project is progressing?**  *Before you attend your tutorial, provide a rating out of 5 for each portfolio section by highlighting the number which represents how you feel the project is progressing.* |

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| Planning Documentation | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
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| Testing | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Technical Deployment | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |
| Evaluation and Critical Reflection | Complete | 5 | 4 | 3 | 2 | 1 | Not Started |

**Agenda:**

1. Review of agenda
2. Evaluation of two chosen topics
3. Brainstorming pros & cons
4. Implementation discussion
5. Final decision on project ideas

**Meeting Discussion Summary:**

* Each member presented their project ideas.
* Weighed pros and cons of all ideas.
* Merged similar ideas and selected two final project ideas for submission.

**Work Done:**

* **Task 1:** Finalized two project ideas for supervisor submission.
* **Task 2:** Assigned a team member to compile and type the document.

**Key Achievements:**

* Agreement on two project ideas.
* Selection of document editor.

**Challenges and Solutions:**

* **Challenge 1:** Disputes over feasibility of ideas.
  + **Solution:** Selected ideas that were more achievable.
* **Challenge 2:** Some ideas lacked detail and preparation.
  + **Solution:** Discarded unprepared ideas.

**Feedback Needed:**

* **Point 1:** Supervisor to assess project ideas and advise on feasibility.
* **Point 2:** Guidance on which idea aligns best with requirements.

**Work to be Done:**

* **Task 1:** Start working on **Terms of Reference (TOR)** *(Deadline: 24/02/2025)*

**Action Items:**

* **For Students:**
  + **Complete PROJECT Scope and start working on TOR** *(Responsible: Rethabile Banda, Deadline: 10/02/2025)*
  + **Research on existing systems and approaches** *(All members, Deadline: 10/02/2025)*
* **For Supervisor:**
  + Review project scope *(Deadline: TBA)*

Date:13/02/2025

Meeting Number: #4

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| **Lawarence Letshea** | **Cse18-028** | **Computer System Engineering** |

**Agenda:**

1. Finalizing project scope
2. Task allocation
3. Team strengths & weaknesses

**Meeting Discussion Summary:**

* Finalized project scope.
* Assigned tasks to team members.
* Identified areas needing improvement.

**Challenges and Solutions:**

* **Challenge 1:** Resistance from team members.
  + **Solution:** Group leader to be more assertive.

**Work to be Done:**

* **Task 1:** Submit final **TOR document** *(Deadline: 21/02/2025)*

**Action Items:**

* **For Students:**
  + Type final TOR *(Responsible: Rethabile, Deadline: 21/02/2025)*

Date:18/02/2025

Meeting Number: #5

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| **Name** | **Student No** | **Programme** |
| **Babumbi Mazwiduma** | **Cse23-107** | **Computer System Engineering** |
| **Rethabile Banda** | **Cse23-054** | **Computer System Engineering** |
| **Pauletta Maungwe** | **Cse23-091** | **Computer System Engineering** |

**Agenda:**

1. Finalizing TOR before submission

**Meeting Discussion Summary:**

* Finalized TOR structure for supervisor review.

**Challenges:**

* **Challenge 1:** Absent members.
  + **Solution:** Shared final document for review.

**Work to be Done:**

* **Task 1:** Final corrections on TOR *(Deadline: 21/02/2025)*

**Action Items:**

* **For Students:**
  + Correct TOR *(Responsible: Rethabile, Deadline: 21/02/2025)*

Date:19/02/2025

Meeting Number: #6

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| **Lawarence Letshea** | **Cse18-028** | **Computer System Engineering** |

**genda:**

1. **Finalizing TOR before submission**

**Meeting Discussion Summary:**

* **Rethabile made all corrections as per supervisor’s feedback.**
* **Reviewed TOR to ensure all members were satisfied with the final submission.**

**Work Done:**

* **Task 1: Correction of TOR and finalization for submission.**

**Key Achievements:**

* **All members agreed on the final TOR document.**

**Challenges and Solutions:**

* **Challenge 1: Pauletta was absent due to flooding in her area.**
  + **Solution: Final TOR was shared in the group for her review.**

**Work to be Done:**

* **Task 1: Selection of topics for Literature Review *(Deadline: 26/02/2025)***

**Action Items:**

* **For Students:**
  + **Each member to share a research topic *(Deadline: 26/02/2025)***
* **For Supervisor:**
  + **Review Literature Review drafts *(Deadline: 04/03/2025)***

Date: 27/03/2025

Meeting Number: #8

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| **Lawarence Letshea** | **Cse18-028** | **Computer System Engineering** |

**Agenda:**

1. Literature Review topic selection
2. System functionalities discussion

**Meeting Discussion Summary:**

* Finalized research topic: **“The Impact of Digital Booking Systems & How They Influence Customer Retention”**.
* Defined system functionalities from different user perspectives.
* Task allocation between **system documentation** and **system design (coding)**.

**Work Done:**

* **Task 1:** Finalized Literature Review topic.
* **Task 2:** Discussed system workflow and navigation.
* **Task 3:** Assigned members to different project components.

**Key Achievements:**

* Agreement on research topic.
* Task allocation based on individual strengths.

**Challenges and Solutions:**

* **Challenge 1:** Absent members (Pauletta & Lawrence left abruptly).
  + **Solution:** Meeting notes were shared for their reference.

**Work to be Done:**

* **Task 1:** Draft Literature Review *(Deadline: 04/03/2025)*

**Action Items:**

* **For Students:**
  + Research and start Literature Review *(Responsible: Babumbi & Rethabile, Deadline: 04/03/2025)*
* **For Supervisor:**

Date:04/03/2025

Meeting Number:

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**Tutorial Preparation (Academic)**

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| Tutorial Number: | *5* |

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| **How do you feel your project is progressing?**  *Before you attend your tutorial, provide a rating out of 5 for each portfolio section by highlighting the number which represents how you feel the project is progressing.* |

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1. **Agenda**
   1. Review of the agenda

* Literature review to be assessed by supervisor.
  1. Updates on action items from the previous meeting
* Rethabile and Babumbi were able to compose a literature review.
  1. Discussion points
* Supervisor was assessing group.
* Checking up on the group, asking if it is going well or not.

**Work Done**

Summary of Completed Tasks:

- Task 1: Literature review was assessed by supervisor. She gave us corrections.

**Key Achievements:**

- Achievement 1: beginning of class we did not understand how to properly compose a literature review, but she explained well to us on how to approach it.

**Challenges and Solutions**

Encountered Challenges:

- Challenge 1: No challenges were encountered during this meeting.

**Feedback Needed:**

- Feedback point 1: Whether our approach on the literature review is correct.

- Feedback point 2: Changes to be made within the document

1. **Work to be Done**  Upcoming Tasks:

- Task 1: Correction of literature review. Deadline: 06/03/2025

**Other Discussion Points (**Add more as necessary)

Item 1: n/a

**Action Items**

For Students:

- Action Item 1: make corrections on lit review. Person Responsible: Babumbi & Rethabile. Deadline 06/03/2025

For Supervisor:

- Action Item 1:

- Action Item 2:

**Summary of Feedback**

Feedback from Supervisor:

- Feedback Point 1: Guided approach on how to complete a literature review.

Date:06/03/2025

Meeting Number: 10

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**Agenda:**

1. Define system framework and requirements
2. Task allocation for development

**Meeting Discussion Summary:**

* Discussed system functionalities and user navigation.
* Created a draft wireframe for system design.
* Identified necessary frameworks and tools for development.

**Work Done:**

* **Task 1:** Developed an initial wireframe draft.
* **Task 2:** Defined system workflows.

**Key Achievements:**

* Agreement on wireframe draft.
* Task allocation for system development.

**Challenges and Solutions:**

* No challenges encountered during this meeting.

**Work to be Done:**

* **Task 1:** Research system components and finalize framework selection.

**Action Items:**

* **For Students:**
  + Research system frameworks *(All members, Deadline: 10/03/2025)*