First Meeting Agenda – TriTech Solutions (MyTUT Events)

Date: August 25, 2025

1. Welcome & Purpose

"Today's meeting is to officially kick off MyTUT Events. We'll align on our roles, learning plan, project phases, and how we'll work as a team."

2. Project Overview

2.1 Problem Statement

Event organizers currently use emails, WhatsApp, and Google Forms, which are inefficient and confusing. MyTUT Events will centralize event promotion, student registration, and attendance tracking in one fast, reliable platform.

2.2 Vision

A beautiful, robust, and reliable platform where TUT Emalahleni students can discover events, register easily, and organizers manage attendance.

3. Learning & Skills Development

Acknowledge the gap: We don't know React, Python, or PostgreSQL fully yet. Agree that this week is a study week:

- **React (Frontend)**: Pholosho + Bongani

- **Python (Django Backend)**: Thabang

- **PostgreSQL (Database)**: Everyone learns basics (tables, queries)

4. Project Timeline

Week 1 (This Week) – Learning + Planning + UI Design

- Everyone studies tech stack.
- Plan features & architecture together.
- Thabang designs UI wireframes + mockups.

Week 2 (Next Week) – Frontend Development

- Pholosho + Bongani start coding React UI.

– Thabang supports with APIs mock data.

Week 3 & 4 – Backend + APIs

– Thabang implements Django REST APIs + integrates with PostgreSQL.
– Frontend connects to backend.

Week 5 – Testing & Deployment

– Team tests system together.
– Deploy to Heroku / Vercel / Render.

5. Roles & Responsibilities

- **Thabang**: Project Lead + Backend + UI Design

- **Pholosho**: Frontend (React) lead

- **Bongani**: Frontend support + styling

- **All**: Testing & documentation

6. Next Steps

- Everyone commits to studying their part this week.

- Thabang will share UI mockups/designs by end of week.

- Next meeting: Review learning progress + finalize UI.