*Meeting: 1*

Date: 17-02-2016

Time Started: 08:30am

Time finished: 10:30am

Members Present:   Andrea, Duran, Warren, Mthobi, Calvin, Sachin

Members Absent: Nil

Agenda:

* Introducing self to group.
* Telling what group what your strength is.
* Allocated each team member their roles in the project.
* Discussed possible NGO’s to use.
* Whatsapp group created. And Team name was chosen as TEAMchilli

What we are going to discuss in the next meeting:

* Team researched NGO’s and picking one.

Next meeting: 24-02-2016

*Meeting: 2*

Date:  24-02-2016

Time started: 8:30am

Time finished: 10:30am

Members Present:   Andrea, Duran, Warren, Mthobi, Calvin, Sachin

Members Absent: Nil

Agenda:

* Andrea came up with the possible NGO called NAHYSOSA and team agreed as our NGO and client.
* Team was to research what NAHYSOSA is.
* Basic ideas written down on what we could do for them.
* Approached NAYHSOSA with ideas and they improved and agreed to let us create a system for them.
* Got a problem specification from NAHYSOSA.
* NGO was approved by Rajesh.
* Went to Fatima about NGO and had to drop NAHYSOSA due to them not having a registered number.
* We had to regroup and come up with a new NGO.
* Attended NGO day at campus.

What we are going to discuss in the next meeting:

* Approached all NGO’s on campus and discussed which 2 are the best to further approach.
* Rough sketches of what could be done with the NGO’s.

Next meeting: 02-03-2016

*Meeting: 3*

Date:  02-03-2016

Time started: 08:30am

Time finished: 10:30am

Members Present:  Andrea, Duran, Warren, Mthobi, Calvin, Sachin

Members Absent: Nil

Agenda:

* Approached SAPS and sunflower about possible ideas and for them to be our client.
* Both took too long to respond.
* Rajesh told us to finally drop them both.

What we are going to discuss in the next meeting:

* Look for possible NGO’s.

Next meeting: 09-03-2016

*Meeting: 4*

Date:  09-03-2016

Time started: 08:30am

Time finished: 10:30am

Members Present :  Andrea, Duran, Warren, Mthobi, Calvin, Sachin

Members Absent: Nil

Agenda:

* Discussed possible NGOS and came up with the following two of Baby House and Down Syndrome suggested by Sarina.
* Contacted both of the NGO’s to set up a meeting.

What we are going to discuss in the next meeting:

* Feedback from both NGO’s.

Next meeting: 16-03-2016

*Meeting: 5*

Date:  16-03-2016

Time started: 08:30am

Time finished: 10:30am

Members Present:  Andrea, Duran, Warren,Calvin

Members Absent: Mthobi, Sachin

Agenda:

* Met with both NGOs and took down everything they wanted and recorded the meeting with them.
* Had a group discussion after visiting both NGO’s’ and chose Baby House as our NGO.
* Got an idea of what they want.

What we are going to discuss in the next meeting:

* Meeting with NGO in holiday to discuss what is required and finalize our problem statement.

Next meeting: 13-04-2016

*Meeting: 6*

Date:  13-04-2016

Time started: 08:30am

Time finished: 10:30am

Members Present:  Andrea, Duran, Warren ,Calvin, Sachin, Mthobisi

Agenda:

* Met with our NGO Baby House.
* Got everything that NGO asked for in developing project.
* Drew up rough sketches of what is required.
* Given tasks to complete for Project Plan.
* Took a stop due to tests and assignments.

What we are going to discuss in the next meeting:

* Every persons piece of the Project Plan and put it together.

Next meeting: 04-05-2016

*Meeting: 7*

Date:  04-05-2016

Time started: 08:30am

Time finished: 10:30am

Members Present:  Andrea, Duran, Warren ,Calvin, Sachin, Mthobisi

Agenda:

* Showed Rajesh Project Plan
* Finalized the Project Plan
* Each member been tasked an activity for the Requirement Analysis and Design Document.

What we are going to discuss in the next meeting:

* Finalized Project Plan.
* Every persons piece of the Requirement Analysis and Design Document and put it together.

Next meeting: 11-05-2016