**Location:**

Library

**Opening:**

Mr Albert Rust opened and chaired the meeting.

**Members who attended:**

1. ChikaneJuleka
2. Magabane Lethabo
3. Magagula Prince
4. Mahlati Sanelisiwe
5. Rust Albert (chair)

**Agenda:**

1. Credentials

2. Apologies

3. Minutes of last meeting

4. Company Name

5. Internal project name

6. Prepare questions for the meeting with the client

7. Any other business

8. Closure

**Agenda adopted.**

**1. Credentials**

Will be attached on the next meeting as per attendance register.

**2. Apologies**

There are no apologies for the meeting.

**3. Minutes of last meeting**

There are no previous minutes as this is the first meeting.

**4. Company Name**

Prince suggested Rent to drive.

~Name rejected because the company is not renting out cars, but rather developing a system for companies that rent out cars. Rejected by Albert, seconded by Juleka.

Albert suggested African Dragon Technologies.

~Name rejected because it was too long. Rejected by Prince, seconded by Lethabo.

Prince suggested Inspired IT Systems.

~Name accepted by Sanelisiwe, seconded by Lethabo. So the meeting agreed upon this name.

**5. Internal project name.**

For the time being Rent to drive will be used.

**6. Questions for the meeting with the client**.

~Name of her company?

~Hire vehicle :

~What kind of vehicle?

~When?

~Who?

~Location?

~Time period?

~Cost (upfront or monthly), deposit?

~How do you get the car?

~Insurance or no insurance?

~Enhanced vehicle security or not?

~Tracking device or not?

~Option to be a regular customer?

~Who Will use this system?

**7. Any other business.**

By Wednesday all documents (project charter, cv's, etc) should be handed in to Mr Tom. CV's should be in the same format, and the template for that will be available on Monday the 25th of February from Prince.

The company needs a company logo, and an attendance register that will have a company name and logo. Prince will design the two, and they Willie available for the next meeting, which will be on th 25/02/2013 at 15:00.

Members should go research on what the client wants and on Monday's meeting come with their suggestions.

**8. Closure.**

Albert proposed closure for the meeting, and all members agreed.