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| Client Meeting: minutes | Graphic illustration of team in a meeting |
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| Date: |  | Time: |  | Facilitator: |
| 13/03/2023 |  | 1:00 PM |  | Modjadji Mphekwane |

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| In attendance |  |
| Reala Reddy, Kamogelo Kekae, Zandile Silayi, Zenzele Hlubi, Richard Sims (client) |  |

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| Introduction of team to client |
| The meeting was opened by the scrum master Modjadji. The team was introduced to the client and the client introduced himself to the team. |

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| Client introducing the project to the team |
| The client introduced the project to the team. The following were mentioned:   * The project is based on creating a Wits academy software for students and teachers at the university. * The main purpose of the software is to create an academic environment like Udemy where teachers can interact and share academic resources to the students and vice versa. * For the teacher:   The user must be able to view and edit his/ her profile.  The user must be able to create, edit, archive, and delete courses.  The user must be able to create formal assessments like quizzes on the academic platform.  The user must be able to share course resources to students by uploading lecture slides, notes, videos, etc.  The user must be able to receive feedback from students about the ratings of the course.  The user must be able to assign tutors for his/ her course(s) and allow limited access for them on the course(s) page(s).   * For the student:   The user must be able to view and edit his/ her profile.  The user must be able to enroll and access the courses he/ she is enrolled to.  The user must be able to view and download the contents uploaded by the teacher from the course(s) page.  The user must be able to access, answer and submit all formal assessments like quizzes set by the teacher.  The user must be able to submit feedback by rating the course.   * For tutors:   The software requirements for the tutors will be discussed in future sprint meetings. |

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| Team’s discussion of the requirements with the client |

The team ask the following questions from the client to gain more understanding of the software requirements:

1. What are the requirements for the first sprint?
   1. The team is required to build a registration, login, and home pages for the software.
2. Who are the target customers for the software?
   1. The software is for teachers, students, and tutors.
3. What is the data that the user requires to register on the software?
   1. The team must be able to discuss what data is needed from the user for the user to log in and register into the software.
4. What are the features that the user must be able to use on the home page once he/ she has logged into the software system?
   1. The team must discuss on the features the user should be able to use or access on the students and teachers home page.
5. Must the team create a fully functional home page for this sprint?
   1. The home pages’ functionalities will be implemented in the next sprint.

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| **Announcements** |
| The team must meet up later in the evening that day to discuss the product backlog of the software solution given the software requirements from the client. |

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| Next meeting |
| 13 March 2023| 8:00 PM on Microsoft’s Teams Meeting  Meeting was adjourned at 1:30 PM. |