Meeting Minutes

Date: 19 September 2023 - 2pm
Venue: Virtual - MS Teams
Version 14.0

MEETING ATTENDEES

- Jordan Green
- Candice Mchunu
- Akhona Mfeka
- Philani Khumalo
- Mishra Mohammad
- Cameron Pillay
- Daylin Shadrach

NEW BUSINESS

- Candice - creating user controller for tickets; taking code that saves ticket to database; edit view for create ticket folder; going to say "responding to user" now onwards.
- Mishra - add pre-made message that sends email to admin; needs to count hours and days and after 5 days sends pre-made message; another similar message to be sent to user as well (PB014, PB018).
- Cameron - PB015-PB017; create templates for responses and able to choose template for admin; don't delete functionality of writing in the box.
- Akhona - providing feedback through rating system of 5; PB019-PB020; download tickets user created in pdf form.
- Daylin - Microsoft login

AGENDA

- Commencement of Sprint 2
- Improvements

OPEN ISSUES

- Diagrams need to be updated, based on minor details.
- Not using current finance/admin welcome page

ADJOURNMENT

- 22 September

KEY POINTS

- Sprint 2 - final sprint