

MINUTES

Logitech Solutions

Date: 07 March 2023

Time: 10:00am

Location: 239 Pretorius St, Pretoria Central, Pretoria

Meeting called to order by Khanyisile Ngoma (Project Manager)

In Attendance

- Nepo Nkgoatau
ST10102349
- YANGA DWEBE
ST10102743
- TSHEPANG METSANE
ST10102305
- KHANYISILE NGOMA
ST10097677
- SIPHEPHELO KUBHEKA
ST10101976
- THATO MATSEMELA
ST10103221

Agenda of the Meeting

- Opening
- Choose an idea to start a project on.
- Discuss and have a project plan.
- Team Allocation
- Closing

Meeting

Opening

- Opening was done by Khanyisile Ngoma (Project Manager). She welcomed the team and notified them about the current project.

Choose an idea to start a project on.

- Team members were given a task to brainstorm ideas from their various perspectives. The idea main goal was creating a functional application that would benefit/ contribute to the wellness of our economy.

Discuss and have a project plan.

- Team members were given a task to submit their ideas in a form of a project plan. The format was discussed with the group members to ensure they understand what they need to do. The project plan was broken

down into the following parts: History, Vision, Mission, Services offered, and Description of what we do. The submission date for the project plan is on the (09 March 2023).

Team Allocation

- Team members were allocated according to their strengths and abilities towards the project as a whole.

The team and their responsibilities are as follows:

Nepo Nkgoatau

- Chairperson

Yanga Dweba

- Software Architect

Tshepang Metsane

- Software Developer

Khanyisile Ngoma

- Project Manager

Siphephelo Kubheka

- Data Analyst

Thato Matsemela

- Data Administrator

Closing

- Project Manager closed the meeting and set a date for the next meeting.

Announcements

No announcements were made during the meeting.

Next Meeting

Date: 09 March 2023

Time: 16:00pm

Location: Meeting will be held virtually.