

MINUTES

Logitech Solutions

Date: 25 April 2023

Time: 14:00pm

Location: Meeting was held virtually on WhatsApp

Meeting called to order by Khanyisile Ngoma (Project Manager)

In Attendance

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

Agenda of the Meeting

- Opening
- Planning phase is discussed
- Team allocation according to the planning phase
- Closing

Meeting

Opening

- Opening was done by Khanyisile Ngoma (Project Manager).

Planning phase is discussed

- Tshepang Metsane shared the requirements for the planning phase and the team suggested we share the points amongst each other.

Team allocation according to the planning phase

- The project manager allocated roles to the scrum team along with the deadline which was on the 26th of April 2023.

How we going to go this?

- We using this guideline... I will be assigning points to everyone in the group and the submission is tomorrow.

10.1

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1.1 Introduction - Yanga Dweba

1.2 No1

1.3 WBS – Khanyisile Ngoma

1.4 Project Schedule – Khanyisile Ngoma

1.5 Risk Management - Nepo Nkgoatau

1.6 Technical Feasibility – Thato Matsemela

1.7 Economic Feasibility - Thato Matsemela

1.8 Team Members – Khanyisile Ngoma

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2.1 Yanga Dweba

2.2 Yanga Dweba

2.3 Yanga Dweba

10.2

1. Siphephelo Khubeka

2. Siphephelo Khubeka

3. Tshepang Metsane

4. Tshepang Metsane

5. Yanga Dweba

Evaluation

Khanyisile Ngoma

Tshepang Metsane

Yanga Dweba

Issue of Communication is addressed by Project Manager

- Can we fix the COMMUNICATION problem in the group?
Silence is officially regarded as Absenteeism in the group. Atleast say "Noted" or react to the message.

N.B

- We have decided on a common punishment system to maintain order. We will give a member a written warning, if you get 2 warnings without communication. The matter will be taken further.
- My apologies, REACTING is not allowed in the group.

N.B

Since we are unable to hold formal meetings on campus, one of our discussions in the group will be regarded as our meetings so BEWARE of the formal meetings. Also, if a submission date has been decided on in the group. PLEASE do not change it, if you have any challenges, COMMUNICATE.

Closing

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

Announcements

No Announcements were made.

Next Meeting

Date: 08 May 2023

Time: 16:00pm

Location: Meeting will be held virtually.