

MINUTES

Logitech Solutions

Date: 09 March 2023

Time: 16:00pm

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
- Submit the project plans.
- Vote for the best idea
- Closing

Meeting

Opening

- Opening was done by Khanyisile Ngoma (Project Manager). Team members were notified to submit their plans.

Submit the project plans

- Team members submitted their project plans for all the other team members to evaluate the project plan before the voting starts.

The team and their submissions:

Nepo Nkgoatau

- Legacy In Tech

Yanga Dweba

- Tech Shot Company

Tshepang Metsane

- Cyberlink IT Tech

Khanyisile Ngoma

- Level Tech Incorporated

Siphephelo Kubheka

- No Submission

Thato Matsemela

- Certus App Developers

Vote for the best idea

- Team members were given a task to vote for the best project plan and support the idea that we will be proceeding with throughout the project.

Voting went as follows:

The team and their submissions:

Layout (3 members participated in the voting)

- Yanga – 3 votes
- Tshepang – 1 vote
- Thato – 1 vote

Company Name (4 members participated in the voting)

- Tshepang – 4 votes

Services Provided (No member participated)

- No member voted

Closing

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

Announcements

Announcement from Yanga Dweba.

- When submitting the Portfolio of the group we need to add the hypothesis and the conclusion as they are missing from the project plans which were submitted.

Next Meeting

Date: 15 April 2023

Time: 10:00am

Location: Meeting will be held virtually.