# Meeting Minutes 1

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| Meeting Date | 15 February 2025 | Meeting Time: | 14:30 |
| Meeting Organizer: | Caitlin Malan | Meeting Method: | Microsoft Teams |
| Minutes Drafted Date: | 16 February 2025 | Meeting Title: | Project Topics |

## **Present (List of Attendees):**

KYLE ANDRE ASSUR

JUSTIN ANGELO KAROLES

CAITLIN SHAN MALAN

PULENG VERONICA NAKEDI

PHILANI SHANGE

## **Absent with Apology:**

GABRIEL KIEWIETZ

## **Discussion Points:**

* Possible project topics were spoken about and how it would be initiated.
* We allocated specific roles to the group members.
* We elaborated on the Individual and Group deliverables; we decided to split the Group deliverables evenly.
* Possible project scopes were discussed based on various topics.

**Adjournment:**

The meeting was brief and adjourned at 14:50. All necessary points were discussed.

## **Author of minutes:**

Kyle Assur