Professor Meeting |Minutes

## Meeting date | time *Thursday 14 March 2019 | 09:15* | Meeting location *INF Post Grad Lab, UCT*

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| |  |  | | --- | --- | | Meeting called by | Prof. Maureen Tanner | | Type of meeting | Weekly check up | | Facilitator | Sipho Simelane | | Note taker | Aidan Katzef | | Timekeeper | Lina Lukusa | | **PARTICIPANTS**  Aidan Katzef (UCT)  Lina Lukusa (UCT)  Sipho Simelane (UCT)  Prof. Maureen Tanner (UCT)  Prof. Elsja Scott (UCT) |

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| AGENDA TOPICS   1. Progress update | Presenter:  Ayaaz Mayet | Time allotted:  3 Minutes |
| Ayaaz Mayet informed the professors of our progress with regards to the BA and Innovation document as well as reflected on the results of our vision presentation. | | |

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| 1. BA and Innovation Questions | Presenter:  ASLA | Time allotted:  6 Minutes |
| The team highlighted areas of concern with regards to the BA and Innovation document. Ayaaz asked the professors about activity diagrams and how many would be required for the document. We also asked about what specific technical diagrams would be required. The professors provided answers but explained that this was not the sole focus of the documentation | | |

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| 1. Areas of Concern | Presenter:  Professors | Time Allocated:  5 Minutes |
| Maureen highlighted what she considered to be the weakest component of our project, our actual way of assessing a company’s culture fit and suggested that we focus on solving this issue for the deliverable. | | |

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| 1. Closing remarks | Presenter:  ASLA | Time Allocated:  1 Minutes |
| ASLA thanks the professors for their time and guidance in this project. | | |

Next Meeting: 28 March 2019 at 09:15 a.m. at the same location

SIGNATURE AND DATE

Minutes submitted by: Aidan Katzef

Approved by: Lina Lukusa