MEETING MINUTES FOR PROJECT 2

I. MEETING DETAILS
Chairperson: Sheldon Arendse
Secretary: Logan Coghill
Date: 19 February 2023
Time: 10:00

Location: Online
Address: Whatsapp
City: Cape Town
State: Western Cape

II. ROLL CALL.
PRESENT: Sheldon Arendse, Musaddiq Abrahams, Uzair Rabin, Mohamed Zouheir, Aa'ishah Van Witt, Logan Coghill.

III. CALL TO ORDER.
Attendees were given copies of the current agenda and unanimously approved.
Approval of current Agenda – Sheldon Arendse 1002.

IV. OLD BUSINESS.
This is the first meeting so no old business to discuss.

V. NEW BUSINESS.
We choose Logan Coghill as the secretary and Sheldon Arendse as the leader. 1005
We discussed a task tracking application, with different categories based on importance. 1010
A doctors application was also discussed, where user's can make appointments and order medication. 1020
Aa'ishah mentioned a inventory management system for a retail store, and a payroll management system. 1025

VI. OTHER ITEMS.
Research - We are going to do more research on applications that we would like to build. 1030
More information - Without a rubric and solid topic we cannot plan or make any concrete decisions. 1035
Roles - Basic roles were identified, such as designer and database admin. 1040

VII. ADJOURNMENT.
Meeting Ends – Sheldon Arendse adjourned at 1045.

Minutes submitted by: Logan Coghill
Approved by: Sheldon Arendse