## SECONG-HAND EXCHANGE APP MINUTES

**Meeting Minutes**  
 **Date:** Monday, 10 March 2025  
 **Starting Time:** 13:30  
 **Ending Time:** 13:51

### **Group Members Present:**

* Liyema
* Malwandla
* Samkelo
* Ayakha
* Likho

### **Group Members Absent:**

* Lesego (No apology sent)

### **Discussion (Group Project):**

* **Primary Communication Method:** The group has agreed that WhatsApp will be the main platform for communication, as all members have access to it.
* **Meeting Schedule:** Biweekly meetings will be held on **Mondays and Wednesdays at 13:30.**
* **Roles & Responsibilities:** Yet to be finalized, as the team is still brainstorming ideas. However, **Samkelo, Liyema, and Likho have volunteered to work on coding** (subject to further discussion).
* **Current Task:** Each member must **propose ideas that address school-related problems** by the end of the day.

### **Next Meeting Agenda:**

* Finalizing roles and responsibilities for each member.
* Reviewing and selecting the best project idea.

**Meeting Minutes**  
 **Date:** Wednesday, 12 March 2025  
 **Starting Time:** 13:35  
 **Ending Time:** 13:45

### **Group Members Present:**

* Malwandla
* Liyema
* Ayakha
* Samkelo
* Likho
* Lesego

### **Agenda:**

1. Discuss group roles and responsibilities.
2. Outline key responsibilities for each role.
3. Plan the next meeting for task allocation.

### **Discussion & Decisions:**

* **Communication Methods & Strategies**
  + Tools: WhatsApp, Discord, Email, Google Meet.
  + Establish a meeting schedule.
  + Create a document outlining communication protocols.
* **Task Allocation**
  + Assign development and documentation tasks.
  + Ensure workload is balanced.
  + Track task completion and dependencies.
* **Group Organization & Roles**
  + Maintain meeting minutes.
  + Document decisions made in meetings.
  + Assist in the coordination of deliverables.
  + **Roles in the Group:**
    - **Leader:** (Oversees project, ensures deadlines are met).
    - **Scribe:** (Documents discussions, tracks changes).
    - **Developers:** Yet to be finalized.
* **Problem Definition & Functional Requirements** *(Yet to be assigned)*
  + Define the problem.
  + Identify stakeholders and their needs.
  + List functional and non-functional requirements.
* **Scope of the Project**
  + Define project boundaries.
  + Outline technical constraints.
  + Detail expected deliverables.
* **Compilation & Final Review**
  + Compile all sections into a final document.
  + Ensure formatting and consistency.
  + Proofread and validate content before submission.

### **Next Steps:**

* Next meeting: **Monday, 17 March 2025 at 13:30**
* Agenda for the next meeting: **Assigning roles to each member of the team**

**Meeting Minutes**  
 **Date:** Tuesday, 18 March 2025  
 **Starting Time:** 13:35  
 **Ending Time:** 13:45

### **Group Members Present:**

* Malwandla
* Liyema
* Ayakha
* Samkelo

### **Group Members Absent:**

* Likho
* Lesego

### **Discussion (Group Project):**

* **Review of Previous Meeting:** The group reviewed the minutes from the last meeting and discussed the necessary roles for the assignment.
* **Role Allocation Process:** After deliberation, members agreed to **choose roles that best align with their strengths.**

### **Roles Discussed & Responsibilities:**

1. **Communication Methods & Strategies** *(Member 1 – Samkelo)*
   1. Define communication tools (WhatsApp, Discord, Email, Google Meet, etc.).
   2. Establish a meeting schedule.
   3. Create a document outlining communication protocols.
2. **Task Allocation** *(Member 2 – Liyema)*
   1. Assign development and documentation tasks.
   2. Ensure workload is balanced.
   3. Track task completion and dependencies.
3. **Group Organization & Roles** *(Member 3 – Malwandla, Scribe)*
   1. Maintain meeting minutes.
   2. Document decisions made in meetings.
   3. Assist in the coordination of deliverables.
4. **Problem Definition & Functional Requirements** *(Member 4 – Unassigned)*
   1. Clearly define the problem.
   2. Identify stakeholders and their needs.
   3. List functional and non-functional requirements.
5. **Scope of the Project** *(Member 5 – Likho)*
   1. Define the project boundaries (what is included and excluded).
   2. Outline technical constraints.
   3. Detail the expected deliverables.
6. **Compilation & Final Review** *(Member 6 – Ayakha)*
   1. Compile all sections into a final document.
   2. Ensure formatting and consistency.
   3. Proofread and validate content before submission.

### **Next Steps:**

* Each member is responsible for their assigned role and must ensure progress is made.
* **All sections should be compiled by the next meeting on 25 March 2025.**