**Team Meeting Log**

Meeting 1 : Start Meeting

Date : 21 March 2025

Time : 16:30

Venue : Online(Whatsapp)

Attendance : S.Bopape,M.Mabapa,L.Marumo,T.Lebenya

Absent : None

**Agenda And Topics Discussed**

1. Assigned team roles
2. Assigned a specific day for team meetings
3. Assigned Tasks for Phase 1

**Decisions Made**

* M. Mabapa – Project Manager
* L.Marumo – Reseacher
* M. Bopape – Developer
* T.Lebenya – Tester

**Action Items & Assignments**

* Complete product vision document – M.Bopape
* Wireframe design – M.Mabapa & L.Marumo
* Draft software management plan – T.Lebenya

**Next Meeting & Steps**

Date : 22 March 2025

Venue : Online

Time : 10:00

-Review and wireframe

-Proof read documents

- Submit Phase 1