

Workplace Etiquette Evidence: Professional Meeting Documents

Meeting Agenda

Meeting: Project Meeting

Date: 18 October 2025

Time: 10:00 AM - 11:00 AM

Location: Microsoft Teams

Attendees: Project Team, Manager, Stakeholders

Agenda Items

Time	Topic	Presenter	Objective
10:00 - 10:05	Welcome & Introductions	Project Manager	Set meeting tone and establish rapport
10:05 - 10:15	Project Overview & Objectives	Project Manager	Align on project goals and success criteria
10:15 - 10:30	Scope & Deliverables	Tech Led	Clarify project boundaries and key milestones
10:30 - 10:45	Timeline & Milestones	Project Manager	Review project schedule and deadlines
10:45 - 10:55	Resource Allocation & Roles	Team Lead	Define team responsibilities and resources
10:55 - 11:00	Q&A & Action Items	All	Address concerns and confirm next steps

Preparation Required: Please review the project brief document before the meeting.

Meeting Minutes

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Date: 18 October 2025

Time: 10:00 AM - 11:00 AM

Present: Lumi Mcatshulwa(PM), Mpumi Madolo (Tech Lead), Asanda Qhwemesha (Dev), Iminathi Sele (Designer), Yalatha Msweli(Stakeholder)

Absent: None

Minutes Prepared by: Qhayiya Mcatshulwa

Discussion Summary

1. Welcome & Introductions (10:00 - 10:05)

- Project Manager welcomed all team members and stakeholders.
- Brief round of introductions and role clarifications.

2. Project Overview & Objectives (10:05 - 10:15)

- Project aims to develop a **student portal mobile application**.
- Primary objective: Improve student engagement by **30% within 6 months**.
- Success metrics defined: user adoption rate, feature usage statistics.

3. Scope & Deliverables (10:15 - 10:30)

- Core features confirmed: **course scheduling, assignment tracking, grade viewing**.
- Out of scope: **Payment processing integration** (Phase 2 consideration).
- Deliverables: Working prototype by **15 November**, final release by **30 December**.

4. Timeline & Milestones (10:30 - 10:45)

- **Week 1-2:** Requirements finalization and UI/UX design.
- **Week 3-6:** Development and unit testing.
- **Week 7:** User acceptance testing and bug fixes.
- **Week 8:** Deployment and documentation.

5. Resource Allocation & Roles (10:45 - 10:55)

- **Mpumi Madolo:** Technical architecture and backend development.
- **Mike Tshambu:** Frontend development and API integration.
- **Lisa Brown:** UI/UX design and user testing coordination.
- **Qhayiya Mcatshulwa:** Database design and quality assurance.

Action Items

Item	Description	Assignee	Due Date
1	Finalize technical requirements document	Mpumi Madolo	21 Oct 2025
2	Create wireframes for main user flows	Lisa Brown	22 Oct 2025

3	Set up development environment and repository	Mike Tshambu	20 Oct 2025
4	Design initial database schema	Qhayiya Mcatshulwa	21 Oct 2025
5	Schedule weekly progress review meetings	Project Manager	25 Oct 2025

Decisions Made

1. **Technology Stack:** Approved use of **React Native** for cross-platform development.
2. **Communication Protocol:** Daily stand-ups at **9:30 AM**, weekly demos every **Friday**.
3. **Documentation Standard:** All code must include comments and follow team coding conventions.

Next Meeting

Date: 25 October 2025

Time: 10:00 AM

Focus: Review technical specifications and design mock-ups