

RECORD OF MEETINGS



Project 4 - E-commerce System for Marginalized Communities



Date	Version
15 April 2013	Version 0



The purpose of this document is to serve as a record of minutes of a meeting held with one of the key stakeholders in the project representing Reed House Systems and Teleweaver.

Team members:

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E-Commerce Mobile Application

For Marginalised Community

Stakeholder Meeting

Dr. Alfredo Terzoli

Date: 25 April 2013

Meeting Objective:

1. To understand the role of Reed house and Teleweaver on the project which is represented By Professor A. Terzoli and Okelitse Nyathi.
2. To establish the actual needs of the end-user.
3. To get details of the end-user.

Summary:

1. We had sent out a meeting request to Ms. Sibukele Gumbo of Dwesa Community. She unfortunately indicated that she would probably meet with us on the week of the 29th of April. This uncertainty led us to pursue other means to understand the project baseline thus we arranged a meeting with Professor Terzoli and his team.

Attendees:

1. Ntsane Kolisang (N.K), Abram Rankapole(A.R), Dusan Gnjjatic(D.G), Professor A. Terzoli(A.T) and Okelitse Nyathi(O.N).

Apologies:

1. Tsungai Makoni, Giovanna Conti and Ronald Chinku – All due to Academic commitment.

Agenda, Notes and Decisions:

1. End User Information

- 1.1. Professor Terzoli begun the meeting by indicating that the key contact person, Ms. Sibukelo Gumbo, we were given for the project is not relevant to us or our project as our client will be in Grahamstown and not Dwesa as was originally communicated to us on the project brief.
- 1.2. Professor Tezoli indicated that the name of the end-user is Egazini Outreach project and the contact person we must use to meet the end-users is Thozamile Ngeju on the numbers (076 748 1945, 046 603 8787).



2. The role of Reed House Systems and Teleweaver
 - 2.1. Professor Terzoli explained that Reed House Systems is a software house born out of the initiative of commercializing academic ideas.
 - 2.2. Professor Terzoli indicated that Teleweaver is a server that mobile devices can connect to via Wifi.
 - 2.3. Professor Terzoli asked Okelitse Nyathi provided us with a wiki link for reedhousesystems so we can familiarize ourselves with their system:
 - 2.3.1. www.reedhousesystems.com/wikidoc
 - 2.4. In this project Reed House System as represented by Prof. Terzoli *et al.* will act as the technical interface and contact.
3. The Project Brief and Scope
 - 3.1. Professor Terzoli indicated that the system to be developed is an ecommerce site.
 - 3.2. The System must be development with simplicity so as to ensure upgradability.
 - 3.3. The project will entail creation of a user interface that will enable the end-users to upload a picture, execute actions that associated with the picture. The picture will be uploaded to Teleweaver.
 - 3.4. Professor Terzoli indicated that based on his discussions with Mr. Ed Dela Rey it was brought to his attention that it is possible to develop using Basic4Android and use web services to connect to Teleweaver. An Idea that he believes can be achieved as well.
4. **Scope Limitation :**
 - 4.1. Professor Terzoli indicated that the project does not include developing an interface on the buyer's side.
5. **Discussion of other important topics :**
 - 5.1. Meeting with End-users – It was agreed that a meeting needs to be arranged with the end-users so we, ITS-Africa Solutions, can discuss their specific requirements.
 - 5.2. Professor Terzoli said a possible consideration will be an inclusion of language localization.
 - 5.3. Professor Terzoli proposed that he will use his recording device for our next meeting as part of record keeping.

6. List of action items from meeting

Action Item #	Action Description	Assigned To	Due Date
1.	Arrange a meeting with Egazini Outreach Project.	N.K	To be Advised
2.	Arrange a meeting with Okelitse for an introduction to Teleweaver.	N.K	To be Advised

Date and time of next meeting: To be advised

Signature for the Minutes: