

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 the project meeting that was held by the internal stakeholders of ITS-Africa.

Team members:

Ronald Chinku	10c4865
Giovanna Contu	10c1399
Dusan Gnjjatic	10g0351
Ntsane Kolisang	97k5191
Tsungai Makoni	10m3716
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Supervised by:

Ed De La Rey



E-Commerce Mobile Application

For Marginalised Community

Minutes of the Project Kickoff Meeting

Date: 15 April 2013

Meeting Objective:

- To establish a baseline for the project and understand the project brief, project requirements and assign project team roles.

Agenda, Notes and Decisions:

1. Introductions of attendees :

- 1.1. Ntsane Kolisang, Abram Rankapole, Tsungai Makoni, Ronal Chinku Giovanna Contu and Dusan Gnjjatic.

2. Background of project :

- 2.1. The project is a development of an e-Commerce mobile application for a marginalized community in Grahamstown that is involved in art and craft.

3. Review the project brief :

- 3.1. Project execution is Hybrid of Agile in Form of Scrum and Waterfall.

3.2. Discussion of project team structure :

- | | |
|------------------------|-----------------------|
| 3.2.1. Ntsane Kolisang | Scrum Master, Analyst |
| 3.2.2. Tsungai Makoni | Analyst, Design |
| 3.2.3. Ronald Chinku | Developer, Design |
| 3.2.4. Giovanna Contu | Developer, Design |
| 3.2.5. Dusan Gnjjatic | Developer, Analyst |

- 3.3. **Project scope** : Development of an e-Commerce mobile application.

- 3.4. **Project time** : 15 April – 25 October 2013

- 3.5. **Project cost goals** : Not Applicable

4. Discussion of other important topics :

- 4.1. Meeting with End-users – It was agreed that a meeting need to be arranged with the end-users so we can discuss their specific requirements.
- 4.2. It was noted in the minutes that Dusan arrived an hour and half late at the meeting and only after he was reminded by one of the team members. Ntsane spoke openly with Dusan with regards to this and indicated that we are to do as agreed on the



team agreement and late arrival or none arrival is a sign of disrespect to other team members.

5. List of action items from meeting

Action Item #	Action Description	Assigned To	Due Date
1.	Arrange a meeting with the end-user.	NK	15 th April 2013

Date and time of next meeting: To be advised

Signature for the Minutes: