**Meeting Minutes**  
**1st WIL Group Meeting**  
**Module:** Work-Integrated Learning (WIL)  
**Meeting Type:** Introduction Meeting  
**Date:** Wednesday, 26 March 2025  
**Time:** 16:00 PM – 16:30 PM  
**Duration:** 30 minutes

**Attendees**

• Msizi Lamula  
• Amahle Gcumisa  
• Darren Dhanasar  
• Shaldon Sindraj  
• Minenhle Dladla  
• Nosipho Buhle Kubheka

**Agenda / Discussion Points**

**1. Introductions**  
• Each group member introduced themselves and shared their background, skills, and expectations for the WIL project.  
• Members discussed their interest in gaining practical experience and enhancing teamwork skills.  
**2. Project Overview**  
• The group discussed the project they will be working on together — developing a **Crèche Management Application**.  
• Members brainstormed general ideas about what features the app could include (such as registration, attendance tracking, and parent communication).  
**3. Appointment of Group Leader**  
• After discussion, **Msizi Lamula** was appointed as the **Group Leader** to oversee coordination and communication.  
**4. Research Task for Next Meeting**  
• Each team member was assigned to research different types of roles within a software development project.  
• This research will help allocate roles (e.g., front-end, back-end, documentation, design) in the next meeting.

**Action Items**

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| **Task** | **Responsible Members** | **Deadline** |
| Research software development roles (Front-End, Back-End, Documentation, Design, etc.) | All group members | next meeting(28 March 2025) |
| Prepare ideas on features for the Crèche App | All group members | next meeting(28 March 2025) |

**Next Meeting  
Date:** Friday, 28 March 2025  
**Time:** 16:00 PM  
**Purpose:** Discuss researched roles and allocate responsibilities for the Crèche App project.  
  
**Minutes Prepared By:**  
Minenhle Dladla  
**Date:** 26 March 2025