**Meeting Minutes**

**4th WIL Group Meeting**

**Module:** Work-Integrated Learning (WIL)  
**Meeting Type:** Group Meeting  
**Date:** Friday, 23 September 2025  
**Time:** 12:30 PM – 12:50 PM  
**Duration:** 20 minutes

**Attendees**

* Msizi Lamula
* Amahle Gcumisa
* Nosipho Buhle Kubheka
* Minenhle Dladla
* Lungelo Duma

**Absent:**

* Darren Dhanasar
* Shaldon Sindraj

**Agenda / Discussion Points**

**1. Presentation Slides**

* Diagrams for the app’s architecture need to be enhanced but not showcased during the presentation.
* A **payment plan feature** will be added to the app.
* The **lesson plan** feature will be presented as an *additional feature* since it was not part of the original scope.
* The **reports and documents** section will be removed from the presentation.

**2. App Development Progress**

* The client would like to **see the functional app by 10 October 2025.**

**3. Role Assignments**

* **Front-End Developers:**
  + Lungelo Duma and Minenhle Dladla will work on the user interface and design elements.
* **Back-End Developers:**
  + Amahle Gcumisa and Msizi Lamula will handle server-side functionality and database integration.
* **Documentation Team:**
  + Darren Dhanasar, Shaldon Sindraj, and Nosipho Buhle Kubheka will share documentation responsibilities.

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| Improve architecture diagrams | Minenhle & Lungelo | Next meeting |
| Add payment plan feature | Back-End Team (Amahle & Msizi) | 10 Oct 2025 |
| Include lesson plan as extra feature | All members | 10 Oct 2025 |
| Remove reports/documents section | Documentation Team | Before final submission |
| Prepare working app demo | Entire team | 10 Oct 2025 |

**Next Meeting**

**Date:** To be confirmed  
**Purpose:** Review progress and finalize app presentation.

**Minutes Prepared By:**  
Nosipho Buhle Kubheka  
**Date:** 23 September 2025