**Meeting Minutes**

**2nd WIL Group Meeting**

**Module:** Work-Integrated Learning (WIL)  
**Meeting Type:** Group Meeting  
**Date:** Friday, 28 March 2025  
**Time:** 16:00 PM – 16:30 PM  
**Duration:** 30 minutes

**Attendees**

* Msizi Lamula
* Amahle Gcumisa
* Darren Dhanasar
* Shaldon Sindraj
* Minenhle Dladla

**Absent:**

* Nosipho Buhle Kubheka

**Agenda / Discussion Points**

**1. Contract Agreement**

* The team discussed the **work agreement** and emphasized the importance of defining roles clearly.
* The **agreement document** will be finalized by Monday for signing and submission to **Denzyl**.

**2. Role Assignment**

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

**3. Meeting Schedule**

* The group agreed to hold meetings **every Wednesday at 12:00 PM** to review progress and discuss tasks.

**4. Communication**

* A **Microsoft Teams group** will be created for formal communication, task coordination, and updates.

**5. Work Agreement Submission**

* The **work agreement document** will be completed, signed, and submitted by **Monday**.

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| Create Microsoft Teams group for communication | Minenhle Dladla | Before next meeting |
| Finalize and sign work agreement document | All group members | Monday, 31 March 2025 |
| Split and manage documentation tasks | Darren & Buhle | Ongoing |

**Next Meeting**

**Date:** Wednesday, 2 April 2025  
**Time:** 12:00 PM  
**Purpose:** Review finalized agreement and discuss initial project planning.

**Minutes Prepared By:**  
Minenhle Dladla  
**Date:** 28 March 2025