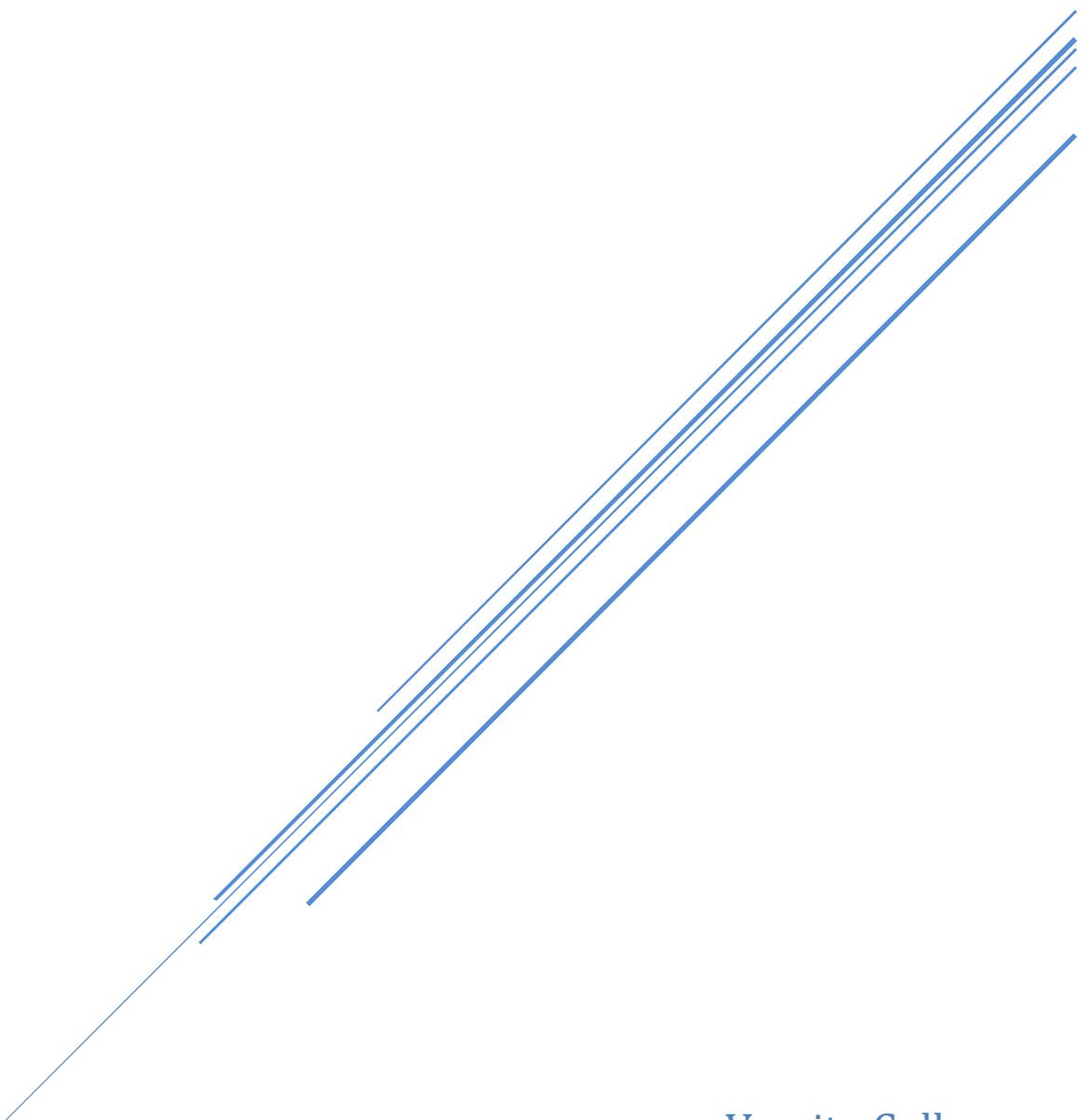


SYNCINCORP WORK AGREEMENT

WIL(WORK- INTEGRATED LEARNING)



Varsity College
INSY7315

Work Agreement

Project: Crèche Application — SyncInCorp

Module: WIL (Work-Integrated Learning)

Date: 28 March 2025

1. Group Members:

- Msizi Lamula — Back-End Developer
- Amahle Gcumisa — Back-End Developer
- Minenhle Dladla — Front-End Developer
- Shaldon Sindraj — Front-End Developer
- Darren Dhanasar — Documentation
- Nosipho Kubheka — Documentation

2. Purpose:

This work agreement outlines the responsibilities, rules, and expectations for all members of SyncInCorp to ensure fairness, accountability, and teamwork throughout the Crèche Application project.

3. Roles and Responsibilities:

Project Manager: Minenhle (Interim) — Oversee progress and ensure deadlines are met.

Front-End Coders: Shaldon, Minenhle — Design and develop the user interface.

Back-End Developers: Amahle, Msizi — Develop functionality and server-side logic.

Documentation Team: Darren, Buhle, Nosipho — Write reports, document processes, and maintain records.

4. Meeting Schedule:

- Regular Meetings: Every Wednesday at 12:00 PM.
- Additional Meetings: As required.
- Client Update: Weekly, every Friday.

Note: Attendance is mandatory. All members must be on time for every meeting. Absences must be communicated at least 24 hours in advance.

5. Communication:

- A Microsoft Teams group, Outlook, and a WhatsApp group will serve as the primary platforms for formal communication.
- Members must regularly check for updates and respond within 24 hours.

6. Rules and Expectations:

- **Participation:** Everyone must contribute equally to their assigned tasks.
- **Deadlines:** All tasks must be completed before or on the due date.
- **Professional Conduct:** Respect each other's time and contributions.
- **Accountability:** Progress will be reviewed during meetings.
- **Punctuality:** Members must be on time for all scheduled meetings.
- **Meeting Documentation:** Every meeting will be noted for record-keeping.

7. Consequences for Rule Violations:

Failure to Meet Deadlines:

- 1st Offense: Verbal warning within the group.
- 2nd Offense: Formal warning, with the issue reported to the project supervisor.
- 3rd Offense: Documentation of non-compliance sent to the WIL Coordinator.

Unexplained Absences:

- 1st Offense: Verbal warning.
- 2nd Offense: Report to supervisor.

Non-Participation:

- Continuous non-participation may result in removal from the group.

8. Conflict Resolution:

- Disagreements will be discussed openly in meetings.
- If unresolved, the issue will be escalated to the WIL Coordinator.

9. Meeting with the Client:

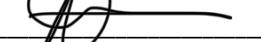
- Client updates will be provided weekly .
- All members are expected to attend unless a valid reason is communicated in advance.

10. Contact Details:

- Minenhle Dladla (083 295 7978)
- Msizi Lamula (081 327 4250)
- Nosipho Kubheka (078 781 8586)
- Amahle Gcumisa (084 820 3923)
- Shaldon Sindraj (065 913 1570)
- Darren Dhanasar (074 546 4333)

11. Agreement Acknowledgement:

By signing below, I acknowledge that I have read, understood, and agreed to abide by the terms outlined in this work agreement.

Name	Signature	Date
Msizi Lamula		31 march 2025
Amahle Gcumisa		31 march 2025
Minenhle Dladla		31 march 2025
Shaldon Sindraj		31 march 2025
Darren Dhanasar		31 march 2025
Buhle Khuleka		31 march 2025
Nosipho Kubheka		31 march 2025