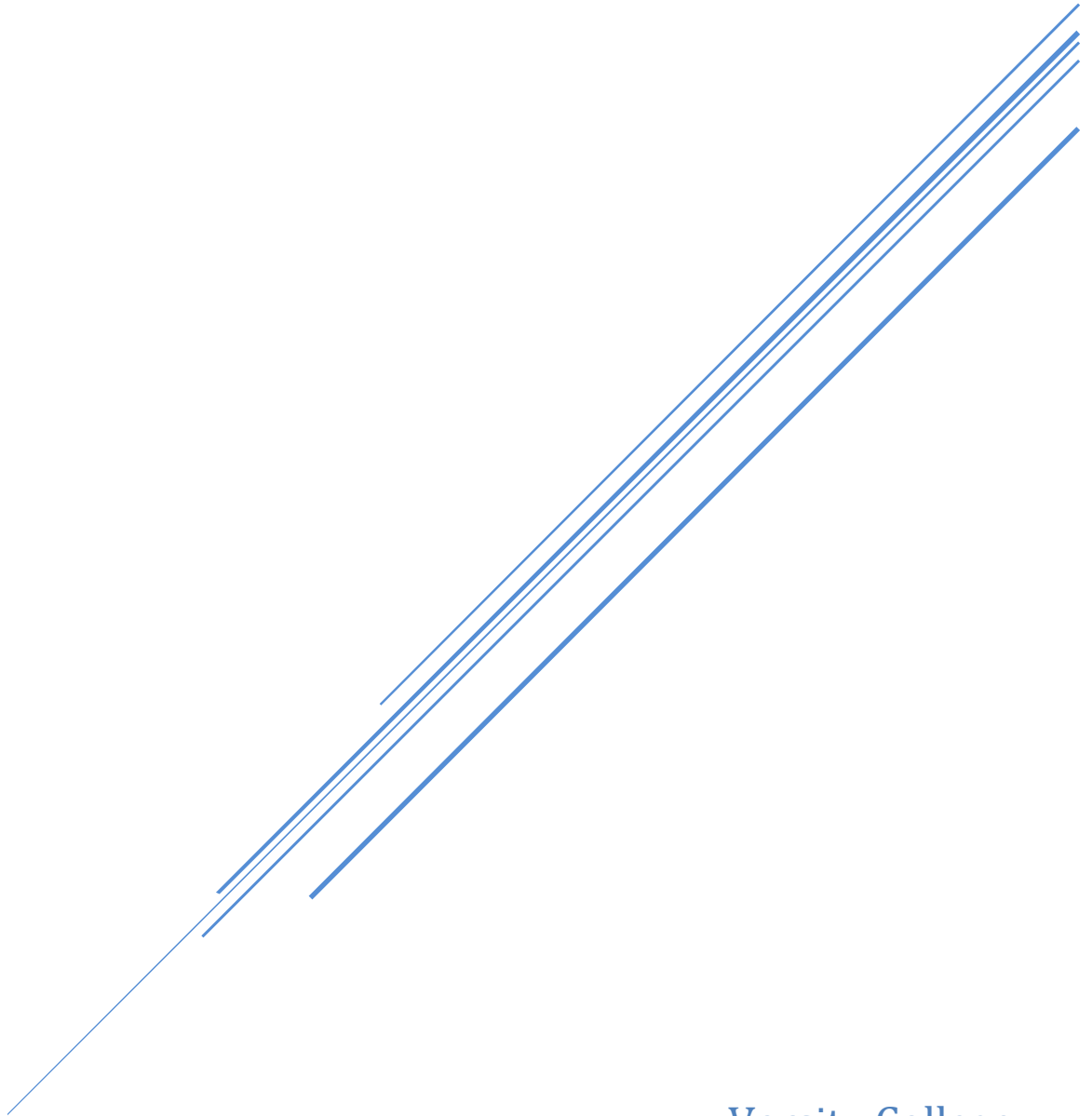


# SYNCINCORP WORK AGREEMENT

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:**


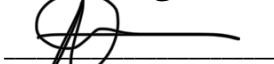


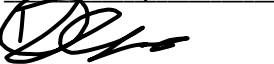
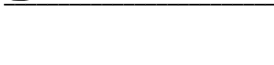
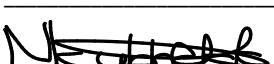
- Client updates will be provided weekly .
- All members are expected to attend unless a valid reason is communicated in advance.

**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		<u>31 march 2025</u>
Amahle Gcumisa		<u>31 march 2025</u>
Minenhle Dladla		<u>31 march 2025</u>
Shaldon Sindraj		<u>31 march 2025</u>
Darren Dhanasar		<u>31 march 2025</u>
Buhle Khuleka		<u>31 march 2025</u>
Nosipho Kubheka		<u>31 march 2025</u>