**Meeting Minutes (15th meeting of SyncInCorp)**

**Date:** Tuesday, 21 October 2025  
**Time:** 12:00 – 13:00  
**Venue:** Venue 20  
**Facilitator:** Julia Clarke (Specialist from the Writing Centre)

**1. Attendance**

**Present:**

* Minenhle Dladla
* Nosipho Kubheka
* Msizi Lamula
* Amahle Gcumisa

**Absent:**

* Shaldon Sindraj
* Darren Dhanasar
* Lungelo Duma
* *(No reason provided)*

**2. Workshop Overview**

Julia Clarke facilitated a **Presentation Skills Workshop**, focusing on:

* How to effectively prepare and deliver a presentation.
* Techniques to make presentations engaging and not monotonous.
* Importance of **body language** and **clear speech** during delivery.

**3. Group Discussion After Workshop**

* The group held a short follow-up session to discuss the progress of the **POE (Portfolio of Evidence) documentation**.
* Minenhle shared details of a **conversation with Denzyl** regarding Shaldon and Darren’s behaviour.
  + Denzyl advised that they should be informed he is aware of the issue.
  + They need to decide whether they still wish to be part of the group.

**4. Next Steps / Action Items**

* **Follow up** with Shaldon and Darren to confirm if they still want to be part of the group.
* **Next meeting:**
  + To review the **app** and finalise the **POE documentation**.
  + Date and time **to be confirmed**.

Done by Minenhle Dladla