**Meeting Minutes**

**First WIL Group Meeting**

**Module:** Work-Integrated Learning (WIL)  
**Meeting Type:** Group Meeting

**Venue/Platform:** LR 35 and WhatsApp  
**Date:** Friday, 11 March 2025  
**Time:** 12:00 PM – 12:15PM  
**Duration:** 15 minutes

**Minute Taker:** Minenhle Dladla

**1.ATTENDANCE**

**Present :**

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

**2.AGENDA/ Discussion Points**

1. Added Amahle on the group and introduced him to other members of the group.
2. Team to look for two more members as group requires a minimum of 6 members at least .
3. Come up with group name and choose group leader .
4. **ACTION ITEMS**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible member** | **Deadline** |
| Update Denzyl(Lecturer) on number of group members in group | Minenhle Dladla | Before next Meeting |
| Submit group name and clarify who is the group leader . | Minenhle Dladla | Before next Meeting |

**NEXT MEETING :**

**Date :** To be confirmed via WhatsApp

**Time :** 12-00 to 13:00

**Purpose:** Discuss the project we will be taking on and what is expected .

**Minutes Prepared By:**  
Minenhle Dladla  
**Date:** 11 March 2025

**REFRENCES**

**Robinson(2020).How to take meeting minutes: A complete guide. MindTools**

**https://www.**