**Meeting Minutes**

**Fourth WIL Group Meeting**

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

**Venue/Platform:** Teams   
**Date:** 31 March 2025  
**Time:** 12:00 PM – 12:30PM  
**Duration:** 30 Minutes

**Minute Taker:** Nosipho Kubheka

**Attendance**

**Present:**

* Msizi Lamula
* Minenhle Dladla
* Shaldon Sindraj
* Darren Dhanasar
* Amahle Gcumisa
* Nosipho Buhle Kubheka

**Absent:**

* No One

**Agenda / Discussion Points**

**1. Contract Agreement**

* Team reviewed work contract agreement together and had to sign and submit it on the very same day to Denzyl ( lecturer)

**2. Meeting Schedule with Client**

* Denzyl ( Lecturer) mentioned that client is not available , however he will be filling for the client until client is available for a meeting.
* Meeting will be on the 2nd of April 2025.

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| sign work agreement document and submit it. | All group members | Monday, 31 March 2025 |

**Next Meeting**

**Date:** 2 April 2025  
**Time:** 12:00 PM  
**Purpose:** First meeting with client ( Denzyl filling in for Client as client is not available.)

**Minutes Prepared By:**  
 Nosipho Buhle Kubheka and Minenhle Dladla  
**Date:** 31 March 2025