**Meeting Minutes**

**Seventh WIL Group Meeting**

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

**Venue/Platform:** Teams   
**Date:** 27 June 2025  
**Time:** 15:00 PM – 15:30PM  
**Duration:** 30 Minutes

**Minute Taker:** Nosipho Kubheka

**Attendance**

**Present:**

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

**Absent :**

* Amahle Gcumisa ( went M.I.A/ could not be found on day of presentation )

**Agenda / Discussion Points**

**Showcase the following on a presentation( update on groupwork with Denzyl):**

1. Contract Work Agreement
2. Functional requirements of the creche application
3. Architecture /Technology stack
4. Schedule 2nd meeting with the client .

**Feedback :**

1. Fix architecture diagram
2. Add pictures of members of the group on the presentation

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| Prepare for 2nd meeting with the client, to take notes and minutes of meeting | Minenhle Dladla( group leader)Nosipho Kubheka and Darren Danasarh . | Ongoing |
| Fix architecture diagram | Minenhle Dladla | For next meeting with client ( to be confirmed) |
| Remind sir to send database structure as well as functional requirements of the application . | Minenhle Dladla | 6 August 2025 |

**Next Meeting**

**Date:** 13 August 2025  
**Time:** 12:00 PM  
**Purpose:** update on documentation progress

**Minutes Prepared By:**  
 Nosipho Buhle Kubheka  
**Date:** 27 June 2025