**Meeting Minutes**

**Second WIL Group Meeting**

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

**Venue/Platform:** LR 35   
**Date:** 26 March 2025  
**Time:** 12:00 PM – 13:00PM  
**Duration:** 1 hour

**Minute Taker:** Nosipho Kubheka

**Attendance**

**Present:**

* Msizi Lamula
* Minenhle Dladla
* Nosipho Buhle Kubheka

**Absent:**

* Shaldon Sindraj
* Darren Dhanasar
* Amahle Gcumisa

**Agenda / Discussion Points**

1. **Formal group Introduction :**

* Introduce new the new members in the group(shaldon Sindraj and Darren Danasarh).

1. **Group Name :**

* Tell new members on the group name that was chosen and decide whether they want to change it or stick with it .

1. **Project group will be working on:**

* clarify to the new group members that we have chosen the creche mobile application . Group is required to build a creche app for a client .

1. **Project Roles :**

* Team must research different roles needed within the project and mention their strengths so that it will be easy for the team to assign project roles.

1. **Communication Platforms :**

Inform team that we will use WhatsApp and teams to hold meetings and communicate .

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| Create Microsoft Teams group for communication | Minenhle Dladla | Before next meeting |
| Research project roles needed for project | All group members | 28 March 2025 |
| Update Denzyl that group now has 6 members and group name will remain the same .( Group Name was chosen via WhatsApp) | Minenhle Dladla | Ongoing |

**Next Meeting**

**Date:** 28 March 2025  
**Time:** 12:00 PM  
**Purpose:** Assign roles based on strengths and also discuss work contract Agreement

**Minutes Prepared By:**  
Nosipho Kubheka   
**Date:** 26 March 2025