**Meeting Minutes**

**Third WIL Group Meeting**

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

**Venue/Platform:** Teams   
**Date:** 28 March 2025  
**Time:** 12:00 PM – 13:00PM  
**Duration:** 1 hour

**Minute Taker:** Minenhle Dladla

**Attendance**

**Present:**

* Msizi Lamula
* Minenhle Dladla
* Shaldon Sindraj
* Darren Dhanasar
* Amahle Gcumisa

**Absent:**

* Nosipho Buhle Kubheka ( connection issues )

**Agenda / Discussion Points**

**1. Contract Agreement**

* The team discussed the **work agreement** and emphasized the importance of defining roles clearly.
* The **agreement document** will be finalized by Monday(31 March 2025) for signing and submission to **Denzyl**.

**2. Role Assignment**

**Team researched roles and roles were assigned based on each members strengths:**

* **UX/UI Designers:**
  + Shaldon Sindraj and Minenhle Dladla will work on the application designs.
* **Front-end and Back-End Developers:**
  + Amahle Gcumisa and Msizi Lamula will manage the server-side functionality as well as user interface.
* **Documentation Team:**
  + Darren Dhanasar and Nosipho Buhle Kubheka( only doing WIL module this year ) will share documentation responsibilities.

**3. Meeting Schedule with Client**

Group leader to set first meeting with client .

**4. Work Agreement Submission**

* The **work agreement document** will be completed, signed, and submitted by **Monday (31 March 2025)**.

**Action Items**

| **Task** | **Responsible Members** | **Deadline** |
| --- | --- | --- |
| Finalize and sign work agreement document | All group members | Monday, 31 March 2025 |
| Schedule first meeting with client | Group leader / Project manager (Minenhle Dladla ) | To be confirmed on the next meeting. |

**Next Meeting**

**Date:** 31 March 2025  
**Time:** 12:00 PM  
**Purpose:** Review work contract Agreement as a team

**Minutes Prepared By:**  
Minenhle Dladla  
**Date:** 28 March 2025