Meeting Minutes (16th Meeting for SyncInCorp)

Date: Monday, 27 October 2025  
Time: 10:00 – 11:00 AM  
Venue: CR 2

1. Attendance

Present:

* Minenhle Dladla
* Msizi Lamula

Absent:

* Nosipho Kubheka
* Amahle Gcumisa
* Lungelo Duma
* Shaldon Sindraj
* Darren Dhanasar

2. Agenda

* Present the app to sir for review and finalisation.

3. Discussion Summary

Sir reviewed the app and provided feedback on areas that need improvement.  
The following four issues were highlighted:

1. Events Page: Should display different events.
2. Staff Admin Page: Must show attendance history.
3. Payment Page: Should operate as a demo only, not process real payments.
4. Messages: Need to decide whether this will be one-way or two-way communication.

4. Actions to be Taken

* Fix the four identified issues.
* Ensure the app functions properly on a mobile device and can connect to a screen for a live demonstration.
* Create a video demo as a backup.
* Add more colour and images to enhance the app’s visual appeal.

5. Next Meeting

* Date and time to be confirmed.

Minutes done by Minenhle Dladla .

Reference :

University of Leeds. (n.d.). Writing meeting minutes. Skills@Library, University of Leeds.