**MEETING TITLE:** Brainstorming Ideas for Project Presentation

**DATE :** 23 March 2025

**TIME :** 21:00 - 21:30

**MEETING HOLDINGS:** ONLINE MEETING(Whatsapp)

**ATTENDEES:** Avuyile Sitoyi, Samukelo Ndlela, Jada Rinquest, Ayren Villet, Lisakhanya Tshokolo ,Nuyra Swanson

**APOLOGIES:** NONE

**MINUTES TAKEN BY:** Avuyile

1. **Introduction and the Purpose of Meeting**

Group members discussed what is required of them as per the lecturers instruction the goal is for group members to do some brainstorming & come up with two detailed ideas each for the project that will be presented to the lecturer.

1. **Choosing Two Ideas to Present to the lecturer**

After coming up with ideas, the group members voted on two ideas that would be selected for presentation to the lecturer.

Discussion followed on how to refine and articulate these ideas in detail to make them appealing and viable for the project.

1. **Next Steps for Finalizing Ideas**

The group agreed to further refine their two selected ideas and prepare a detailed proposal.

Samukelo will compile these ideas and share them with the group for feedback before presenting them to the lecturer.

1. **Wrap-up and Action Items**
   * Samukelo thanked everyone for their contributions and set a deadline for the final idea selection and preparation for presentation to the lecturer.

**Action Items**:

* **All Members**: Refine and finalize two project ideas by March 05, 2025.
* **Samukelo**: Compile the refined ideas and share with the group for feedback.
* **All Members**: Provide feedback and suggestions on the final ideas by March 06, 2025

**MEETING TITLE:** DOCUMENT SUBMISSION AND ROLES FOR PROJECT SUBMISSION

**DATE :** 23 March 2025

**TIME :** 19:30 - 20:00

**MEETING HOLDINGS:** ONLINE MEETING(MICROSOFT TEAMS)

**ATTENDEES:** Avuyile Sitoyi, Samukelo Ndlela, Jada Rinquest, Ayren Villet, Lisakhanya Tshokolo ,Nuyra Swanson

**APOLOGIES:** NONE

**MINUTES TAKEN BY:** Avuyile

**Agenda:**

**Purpose of the meeting:**

Meeting started with Samukelo emphasizing the importance of the upcoming document submission which includes the Project Scope, tasks allocation, meeting minutes and functional Requirements.

**Tasks Allocated:**The group leader spoke about task allocation for the group members

Jada alongside Ayren will work on designing UI(wire frames) using Jetpack Compose implementing student side features .

Samukelo and Avuyile will work as backend developers

Lisakhanya and Nuyra will work on designing the database

Samukelo provided examples and clarified any uncertainties about specific tasks.

**GitHub Repository and Code Submission**

Discussion about GitHub repository for project code:

* One person will create the repository, and Samukelo will provide the link for submission on Friday.
* Once the repository is created, Samukelo will share it with everyone for visibility.

 **Document Sharing**

* Samukelo will share the documents compiled by Lisakhanya and Jada, and the current document structure showing how the final submission should look.

 **Questions and Wrap-up**

* No additional questions were raised.
* Samukelo thanked everyone for their time and concluded the meeting at 20:00

**Action Items**:

* **Samukelo**: Create and share GitHub repository by Friday.
* **Samukelo**: Share documents (compiled by Lisakhanya and Jada) with the group.
* **All members**: Work on individual tasks and be ready for document submission by Friday.

**Meeting Adjourned**: 20:00PM

**MEETING TITLE:** Team Project Alignment and Next Steps

**DATE:** 16 April 2025 **TIME:**  17:00 – 17:45 **MEETING HOLDINGS:** ONLINE(MICROSOFT TEAMS) **ATTENDEES:** Samukelo, Jada, Lisakhanya , Nuyra , Avuyile

**APOLOGIES:** NONE

**MINUTES TAKEN BY :** Avuyile

#### 1. Opening and Welcome

#### Samukelo Ndlela opened the meeting and greeted all team members.

#### Acknowledged the submission of group deliverables and congratulated the team for achieving 100%.

#### Emphasized that such an achievement is significant and commended everyone for their efforts.

#### Project development discussion

* The application is already complex. Therefore, Samukelo advised **not to add more advanced features** that could delay progress.
* Focus should remain on core features to ensure timely completion.
* Hidden complexities are expected to arise during development, so it’s best to tackle essentials first.

#### ****3. Timeline and Goals****

* The **goal is to complete development before the official submission deadline**, ideally wrapping up by **September**.
* Emphasis on early submission to avoid last-minute issues.

#### ****4. Task Breakdown****

* **Final Team:** Responsible for designing the **UI**.
* **Database Team:** To handle **database design** and **ER diagrams**.
* **Server Setup:** Should be done in parallel with other tasks.

#### ****5. Clarification and Team Sync****

* Samukelo encouraged everyone to follow a **structured learning guideline** to stay aligned.
* Reinforced that although this is an individual submission term, the team is building **one unified application**:
  + Same UI design
  + Same color schemes
  + Same ER diagrams and database schema
* Avoid inconsistency between submissions to prevent confusion during marking.

#### ****6. Color Scheme Discussion****

* Jada Rinquest suggested deciding on UI colors as a team.
* Samukelo proposed using **CPUT official colors** (blue, red, white) and said color placement could be discussed more during UI design.

#### ****7. Final Remarks****

* No further questions or concerns were raised.
* Samukelo confirmed all team members understood their responsibilities.
* Emphasized the importance of staying **in sync** to ensure cohesive development and submission.
* The meeting concluded with thanks and a reminder that further communication will happen via **WhatsApp**.

**Meeting Adjourned:** 17:45

**Project Team Meeting – Uni Home Design**

**Date:** 06 May 2025

**Time:** 21:00 – 21:35

**Platform:** Microsoft Teams

**Attendees:** Avuyile,Samukelo,Jada,Lisakhanya,Nuyra,Ayren

**APOLOGIES:** NONE

**MINUTES TAKEN BY :** Avuyile

1 . **Opening and The Purpose of the Meeting**

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Samukelo opened the meeting.

* The meeting was called on short notice due to urgency in progressing project tasks and submissions, especially with May being a busy month for most team members.
* The purpose was to coordinate tasks and ensure clarity on deliverables before the upcoming deadlines

**2. Project Tools And Deliverables**

* **Mockup Platform:** Figma was confirmed as the platform for UI/UX mockups. It is widely used in the industry and supports collaboration and template customization.
* **Environment Setup:**
  + The Design Team was assigned to set up the Figma environment.
  + **Responsible Members:** Jada and Ayren to ensure the Figma environment is ready for collaborative work.

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**3 . Collaboration Structure :**

* The design and database teams are expected to work similarly to the T1 deliverable — collaboratively and transparently.
* Clear documentation of individual contributions is required for assessment purposes

**4.Upcoming Meeting**

* **Friday Meeting:**
  + Each team (Database & Design/Finance) must share their screens and present progress.
  + Deliverables due: Database entities and attributes, Figma screens/templates, environment setup.
* **Weekend Work (Saturday & Sunday):**
  + Begin actual work on system design including ER diagrams, UI design, etc.
* **Color Palette:** Confirmed to use official CPUT colors.

**5. Final Remarks**

* Samukelo confirmed all understood the plan and reiterated the Friday deadline.
* Meeting concluded with screen sharing and recording stopped.

**Meeting Adjourned : 21:35**