**Meeting Minutes**

**Meeting Title:** (INFORMAL) INTRODUCTION IV  
**Date:** 30 July 2025  
**Time:** 12h30 – 14h15  
**Location:** During 223 class  
**Meeting Type:** (INFORMAL) During 223 class

**Attendees:**

* Sandile
* Jandre
* Thabiso
* Tahir
* Shaylin

**Absentees:**

* Adrian
* Rowen
* Kyle

**Agenda Items Discussed:**

1. **[Agenda Item 1]**
   * **Presenter:** Sandile & Jandre
   * **Key Discussion Points:**
     + Process Model needs to be completed (“Sandile suggested each person pick a single process that they will draw on io then present it on Friday. Jandre suggested each person create a complete process model”)
   * **Action Items/Next Steps:**
     + Next meeting dedicated to finalizing process model
2. **[Agenda Item 2]**
   * **Presenter:** Unanimous
   * **Key Discussion Points:**
     + Cancel meeting due to absent members
   * **Action Items/Next Steps:**
     + Cancelled to Thursday/Friday

**Other Discussions**

* Physical ERD need to be done (Discussed in class by lecturer)

**Next Meeting:**

* **Date & Time:** 31 July 2025/ 1 August 2025
* **Location:** Campus
* **Agenda Items:** Physical Process Models

**Adjournment:**

* 14:15 2025/07/28