



SOFTWARE ENGINEERING PROJECT

INTRODUCING THE MEMBERS:

Tshimangadzo Surprise Masia (**221414061**)

Khanyisa Kamba (**221711481**)

Billy Mokoena (**221839593**)

Aobakwe Keeme (**221515445**)

Luxolo Mkhathazo (**220435898**)

THE TEAMS MINUTES – FIRST MEETING

Date: 07 March 2025

Time: 19:00 – 20:30

Location: Microsoft Teams

1. Attendance

Present:

- Tshimangadzo Surprise Masia
- Khanyisa Kamba
- Aobakwe Keeme
- Billy Mokoena
- Luxolo Mkhathazo

Absent:

- None
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2. Opening and Welcome

- The Chair opened the meeting by welcoming all members warmly to the team.
 - Purpose of meeting was explained: to officially kick-start the project and build team cohesion.
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3. Apologies

- No apologies were noted; all members were present.
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4. Introduction of Members

- Each member introduced themselves, mentioning their study background, technical skills, and what they aim to contribute.
- The Chair emphasized how individual strengths would be critical for project success.

5. Choosing the Group Name

- Multiple group name suggestions were discussed among members such as Byte Bandits ; CodeCrusaders; CodeCatalysts, The Genesis etc.
- After voting, the team agreed on the name "**The Genesis**" to symbolize "**new beginnings**" for the project.

6. Deciding on Roles and Responsibilities

- Each member accepted a role according to their skills: project management, testing, front-end, back-end, and system design.
- Team agreed that clear role definitions will help reduce future confusion and overlaps in tasks.

7. Upcoming Tasks & Deadlines

- The first tasks were assigned: brainstorming project ideas and documenting rough concepts.
- It was decided that tasks would be submitted during the weekend or Monday and reviewed every Friday in the weekly meetings.

8. Closing

- The meeting was closed with motivation to maintain open communication via WhatsApp and face to face meetings.
 - The next meeting was tentatively scheduled to finalize project ideas.
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