



**NAME OF PRODUCT:** Spaza Shop Regulatory & Management System (SSRMS)

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**"Is it said that Technology is best in bringing people together." – Matt Mullenweg**

Team Genesis is proud to present our project, aimed at improving spaza shop registration.

## THE GENESIS

*"THE POWER TO NEW BEGINNINGS"*

Project Manager – Tshimangadzo Surprise Masia **(221414061)**

Project Tester - Khanyisa Kamba **(221711481)**

System Designer - Billy Mokoena **(221839593)**

Front – End Developer - Aobakwe Keeme **(221515445)**

Back- End Developer - Luxolo Mkhathazo **(220435898)**

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## THE GENESIS MINUTES – FOURTH MEETING

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**Date:** 09 April 2025

**Time:** 13:00 – 14:35

**Location:** WSU NMD MTHATHA CAMPUS

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### 1. Attendance

**Present:**

All members attended

**Absence:**

no was absence

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### 2. Opening and Welcome

- The Project Manager warmly welcomed the team and congratulated them on the quality of work progressing from Sprint 1 into Sprint 2.
  - It was stressed that **both technical work (coding, diagrams)** and **project management tasks (planning documents)** need to be finished carefully to move forward successfully.
  - Emphasis was placed on maintaining **consistent document naming** (e.g., no random names like "final\_final\_v2") and strictly following **repository folder structures** for easy tracking.
  - The importance of weekend and Monday task submissions was also re-highlighted, linking them directly to structured Friday meeting reviews.
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### 3. Apologies

- No apologies were received; full attendance was recorded.
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### 4. Review of Last Meeting Minutes

- Last meeting's minutes were revisited, and the team confirmed that action items (task allocations and basic diagrams) had been addressed.

- Minor concerns regarding inconsistent GitHub commits and slight folder misplacement were raised.
  - These issues were quickly discussed and resolved by agreeing to a clearer GitHub branch naming strategy (e.g., feature/wireframes, docs/software-plan).
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## 5. Tracking of Project Progress

- Members reported their assigned tasks' status individually:
    - The Software Management Plan (SMP) was actively being filled section-by-section.
    - The Front-End Developer noted that wireframe designs for both **desktop** and **mobile views** were completed with minor responsiveness adjustments remaining.
  - The team also reviewed the checklist for the phase deliverables to ensure nothing was left incomplete.
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## 6. Presentations of the Tasks Assigned: Software Management Plan

- The Project Manager and System Designer presented a draft of the Software Management Plan, covering:
    - **Project Scope and Objectives** (explaining what the SSRMS aims to achieve)
    - **Sprint Breakdown** and task timelines
    - **Defined Team Roles** and responsibilities per sprint phase
  - A **special discussion** was held around the Software Risk Management section:
    - Identified potential risks included: late task submissions, miscommunications between developers, and possible GitHub merge conflicts.
    - Suggested mitigation strategies were agreed upon, such as assigning backup reviewers and using Slack/WhatsApp updates daily for faster clarifications.
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## 7. Wireframes, UI Prototypes and Diagrams

- Updated wireframes were presented by the Front-End Developer and System Designer, covering key screens:
    - Homepage
    - Business Registration Page and Admin Dashboard Panel
  - The team agreed to include an extra screen:
    - A **customer-facing complaint submission page** (for reporting bad service or unsafe shop practices).
  - Minor improvements were suggested:
    - Enlarge buttons slightly on mobile to improve accessibility.
    - Reduce unnecessary text inputs to make the registration process quicker and more user-friendly.
  - Final versions of the diagrams and prototypes were exported and organized according to GitHub requirements (docs/wireframes folder).
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## 8. Upcoming Tasks & Deadlines

- Members were assigned the following tasks:
    - Final polishing of the Software Management Plan.
    - Completing final versions of wireframes and UI flow diagrams.
    - Preparing user stories based on customer roles (government inspector, shop owner, customer).
  - Reminder was repeated: **All work must be submitted over the weekend or by Monday latest**, so it can be thoroughly reviewed and corrected during Friday meetings without delays.
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## 9. Closing

- The Project Manager closed the meeting by thanking the team for the consistent improvements and stressed that the next phase (Sprint 3) would be much heavier in terms of detailed user requirements and technical design. All members were encouraged to maintain strong momentum.
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