



## Meeting Minutes

**Project:** Entrepreneurship Support Platform

**Meeting Type:** Meeting with the client

**Date:** 27/08/2024

**Time:** 13h00

**Location:** Clients Office (IIE Varsity College Durban North Campus)

**Meeting Facilitator:** Malibongwe Ndlovu

**Minutes Taker:** Hayley Chetty

## Call to order

- Time: 13h05

## Attendees and Apologies

- Malibongwe Ndlovu (Project Manager was present)
- Lilitha Njeje (Database Administrator was present)
- Allison Gopal (Lead Developer present)
- Hayley Chetty (Technical Writer was present)
- Avarn Sewlal (UX/UI Designer was present)
- Sibusisiwe Kunene (Software Architect was present)

## Agenda

1. Discussion on Home Page and Proposal Upload Window
2. Content Management and Compliance Concerns
3. Showcasing Business Ideas and Content Management
4. Review Process and Budget Considerations
5. Public vs. Private Access and App Functionality

## Detailed meeting notes

The meeting focused on the development and changes of the application, with particular attention to a home page, a proposal upload window, and a network feature enabling students

to connect as entrepreneurs, similar to LinkedIn you're going to have suggestion where students can communicate with entrepreneurs but without faculty involvement. There was a discussion about content management, especially in terms of preventing bullying and hate speech. It was suggested that a user agreement be required before accessing the platform. A resources tab will provide articles, templates, and videos, while a showcase tab will allow students to upload and display their business ideas, descriptions, with the platform exclusively focused on student activities, excluding investors and sponsors. The review process for business proposals was also discussed, potentially involving faculty from the School of Finance and Accounting, with consideration given to the workload of staff members. The possibility of a soft launch and budget allocation for reviewing proposals was mentioned, as well as the need for a staff member to review and provide feedback on proposals, similar to the Career Center's approach to reviewing CVs.

#### Adjournment

The meeting was closed at exactly 13h30

#### Approval

Minutes approved by:

Hayley Chetty

27/08