Meeting Minutes

**Project:**

Entrepreneurship Support

Platform

**Meeting Type:**

Meeting with the client

**Date:**

11 June 2024

**Time:**

10h00

**Location:**

Clients Office (IIE Varsity College Durban North Campus)

**Meeting Facilitator:**

Malibongwe Ndlovu

**Minutes Taker:**

Sibusisiwe Kunene

Call to order

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Time: 10h00

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Facilitator/

Chairman: Malibongwe is our project manager, he organises meeting with our client, ensuring that we achieve the client’s goals.

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)

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Agenda

In this meeting, a presentation of what our client should expect and what the platform is mainly about was present to our client. She then gave us ideas on what we should add into our platform and make changes if necessary

Detailed meeting notes

In this meeting we showed our client (Lucy Bower) the prototype of the platform and if she’s happy with what we have so far and take down notes on the necessary changes that needs to be made, Malibongwe went into detail about the functional requirements, he then went on by explaining what the platform is for and how the business templates can be accessed by the young entrepreneurs. We mentioned the type of language that we will use to create the website.



The client wanted to know more about the submitting of business proposal, that when the young entrepreneurs will submit a business proposal and the document will checked if is the proposal okay, does it needs stuff to be added and if it has met the requirements, Lilitha added by making an example on how CVs can be uploaded onto the Varisty College career centre platform, for a better understanding. Lucy mentioned that we should insert general guidance for the entrepreneurs, by showing or informing them how to start their business such as a start-up guide. She then also added that we can make a video, instead of uploading text. Lucy added an idea on how a collaboration channel would be a good idea and to add articles from people who are entrepreneurs, explaining their entrepreneur journey. Allison added that we could make different collaboration channels

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Adjournment

The meeting was closed at exactly 10:45.

Approval

**Minutes approved by:**

Sibusisiwe Kunene

10 June 2024