Meeting Minutes Project: Entrepreneurship Support Platform

Meeting Type: Meeting with the Group

Date: 30/10/2024

Time: 10h00

Location: (IIE Varsity College Durban North Campus)

Meeting Facilitator: Malibongwe Ndlovu

Minutes Taker: Hayley Chetty

Attendees

• Malibongwe Ndlovu (Project Manager was present)

• Lilitha Njeje (Database Administrator was present)

• Hayley Chetty (Technical Writer was present)

• Avarn Sewlal (UX/UI Designer was present)

• Sibusisiwe Kunene (Software Architect was present)

Agenda

1. Schedule for Task Completion  
2. Progress on Application Development  
3. Collaboration and Communication Expectations  
4. Sprint Documentation Updates

Detailed Meeting Notes

Schedule for Task Completion

A schedule was prepared to ensure all tasks, including login and registration and banners, are completed by 15 September, with subsequent tasks due 22 September.  
Team members were encouraged to communicate any need for deadline adjustments (extensions of up to 2 days).

Progress on Application Development

Initial functionality for login and registration and banners was started. Enhancements to these components are planned.  
APIs must be integrated across the app. Team members were advised to research APIs and seek help if needed.  
Weekly progress updates on Tuesdays during team meetings were emphasized, with additional updates to be shared in the group chat.  
Documentation of Changes: Each team member was instructed to share demonstrations of work before pushing to the branch.

Collaboration and Communication

Issues with team communication were raised, with a plea for better collaboration.  
Each member was reminded to consistently push updates to their designated branches and seek help when facing challenges.

Sprint Documentation Updates

Hayley and Sibusisiwe were assigned to update and structure sprint documentation for all sprints (1–5).

Resource and Funding Components

Custom Banners: Suggestions for incorporating videos and interactive elements.  
Funding Proposals: Basic structure discussed for business proposal uploads, including details like repayment options and descriptions.

Adjournment

Time: 10:30

Approval

Minutes approved by: Hayley Chetty