**Meeting Minutes Project**: Entrepreneurship Support Platform

**Meeting Type:** Pre – presentation

**Date:** 11/09/2024

**Time:** 13h30

**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. Updates on Functional Requirements Adjustments  
2. Home Page and Networking Features  
3. Content and User Management  
4. Proposal Review Process and Compliance  
5. Resources Tab and Content Maintenance

**Detailed Meeting Notes**

**Functional Requirements Adjustments**

Adjustments were made to the initial functional requirements due to the low-excuse product status.  
Two roles were finalized: Students and Admins.

**Home Page and Networking Features**

A home page was established with sections for proposals, funding guides, and networking.  
Networking will allow students to connect with peers who are entrepreneurs, similar to LinkedIn.  
Measures to address bullying, hate speech, and compliance were discussed, including implementing a user agreement prior to login.

**Content and User Management**

A business showcase section was introduced where students can upload and describe their business ideas.  
Strictly student-focused: no sponsors or investors.  
Discussion on managing content to avoid inappropriate or harmful uploads.

**Proposal Review Process and Compliance**

A window for proposal uploads was proposed, with students receiving resources on how to prepare a business proposal.  
Reviewers may include faculty from the School of Finance and Accounting or external reviewers, depending on the budget and workload considerations.  
Proposal reviews should provide feedback similar to the Career Center's CV review process.

**Resources Tab and Content Maintenance**

The Resources Tab will host articles, templates, videos, and links to entrepreneurial groups and online magazines.

Adjournment

Time: 14:20

Approval

Minutes approved by: Hayley Chetty  
Date: 11/09/2024