**Meeting Minutes Project:** Entrepreneurship Support Platform

**Meeting Type:** Meeting with the Sally

**Date:** 08/04/2024

**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)

**Agenda**

1. Overview of Entrepreneurship Support Platform Concept  
2. Resource and Content Requirements  
3. Student Engagement and Platform Development  
4. Financial and Crowdfunding Support  
5. Steps to Develop and Launch the Platform

**Detailed Meeting Notes**

**Overview of Entrepreneurship Support Platform Concept**

The platform aims to support VC students with business ideas and startup guides.  
Focus includes creating business proposals and facilitating student entrepreneurship.  
It will be open to all VC students regardless of their degree.

Resource and Content Requirements

Need for proper resources, tutorials, and guides without copyright issues.  
Sally suggested involving the librarian for resource approval and considering business proposal templates from trusted sources like Business Partners and the "Entrepreneurship and New Venture Management" textbook.  
A licensing discussion for high-quality resources was proposed.

**Student Engagement and Platform Development**

Students can pitch ideas in an elevator pitch format to receive guidance and feedback.  
Sally emphasized engaging students with business ideas directly to ensure platform relevance.  
A user-focused prototype will be developed before rollout.

**Financial and Crowdfunding Support**

VC will not finance startups but can guide students to government funding and crowdfunding platforms like Kickstarter.  
The platform can assist students with resources on finance applications and proposal creation.

Steps to Develop and Launch the Platform

Research existing entrepreneurial platforms for inspiration and resources.  
Develop a phased approach: initial student engagement, prototype, and then platform development.  
Conduct a presentation of the concept to Sally next week for refinement and further input.  
Work with Lucy for broader student engagement and announcements.

Adjournment

Time: 11:00

Approval

Minutes approved by: Hayley Chetty  
Date: 08/04/2024