Meeting Minutes: Team Progress Review

Project: Entrepreneurship Support Platform

Meeting Type: Progress Review

Date: 24/07/2024

Time: 10h00

Location: Virtual (Microsoft Teams)

Meeting Facilitator: Malibongwe Ndlovu

Minutes Taker: Hayley Chetty

Call to Order:

Time: 10h05

Attendees:

- Malibongwe Ndlovu (Present)

- Lilitha Njeje (Present)

- Allison Gopal (Present)

- Hayley Chetty (Present)

- Avarn Sewlal (Present)

- Sibusisiwe Kunene (Present)

Agenda:

1. Individual updates on assigned tasks

2. Progress on deliverables

3. Challenges encountered and solutions discussed

4. Next steps and adjustments

Detailed Meeting Notes:

1. Updates on Assigned Tasks:

- Malibongwe Ndlovu

- Organized internal discussions for feature prioritization.

- Lilitha Njeje

- Successfully set up the database for the proposal upload feature.

- Integrated user profiles into the database system.

- Identified optimization opportunities to improve query performance.

- Allison Gopal

- Highlighted concerns regarding limited testing bandwidth.

- Hayley Chetty

- Created compliance documentation to address content management policies.

- Assisted in finalizing the user agreement draft for clarity and accessibility.

- Avarn Sewlal (UX/UI Designer):

- Designed the layout for the resources and showcase tabs.

- Gathered initial feedback on the app's prototype from test users.

- Proposed changes to the navigation flow to improve usability.

- Sibusisiwe Kunene (Software Architect):

- Analyzed potential risks for scalability in future updates.

- Optimized the application structure for better performance under heavy usage.

- Suggested alternative tools for app deployment to reduce costs.

2. Progress on Deliverables:

- Overall, the team is on track to complete major milestones before the soft launch.

- Testing and finalizing key features such as proposal uploads, resources, and user agreements remain a priority.

3. Challenges Encountered:

- Time constraints: Backend testing needs additional resources.

- User feedback integration: Adjustments to the navigation flow may delay deployment.

- Budget limitations: Proposal review process funding still unresolved.

Adjournment:

Time: 10h50

Date: 24/07/2024