

UNIT STANDARD TITLE					SAQA US ID	
Apply information gathering techniques for computer system development					115358	
Date	Learner Name	Learner Signature	Facilitator Name	Facilitator Signature	Assessor Name	Assessor Signature
19 January 2024	Mnelisi Mbonani, Thato Mphahlele, Nabeela Heske, Tholakele Dube, Ntabiseng Masia, Thato Morotudi.		Mr Valdy			

JUMPCO EMPLOYEMENT SYSTEM MEETING MINUTES

Meeting Date: 18/01/2024

*Meeting Location: JumpCo Software
Labs, Northcliff*

Approval: DRAFT

Recorded By: Mnelisi Mbonani

1 ATTENDANCE

<i>Name</i>	<i>Title</i>	<i>Organization</i>	<i>Present</i>
Tholakele Dube,	Human Resource Manager	JumpCo Software Labs	Y
Nabeela Heske,	Robotics Managing Director	JumpCo Software Labs	Y
Thato Mphahlele,	Senior Developer	JumpCo Software Labs	Y

2 MEETING LOCATION

Building: JumpCo Software Labs

Conference Room: Board Room

Conference Line:

Web Address:

3 MEETING START

Meeting Schedule Start: 10:30am

Meeting Actual Start: 11:00am

Meeting Scribe:

4 AGENDA

- *Welcome and Introduction*
- *Overview of Employment Management Needs*
- *Employee Insights on Current Challenges*
- *Desired Features for the New Software*
- *Data Security and Privacy Concerns*
- *User-Friendly Interface Preferences*
- *Integration with Existing Systems*
- *Timeline and Expectations*
- *Next Steps and Follow-Up*

Meeting Proceedings

- **Welcome and Introductions:**

The meeting was called to order by the software development team (Infinity group) to conduct a survey on JumpCo Software Labs employees.

Attendees introduced themselves, specifying their positions in the company.

- **Overview of Employment Management Needs:**

The team leader provided a brief overview of the purpose of the meeting - to gather insights for the development of a new Employment Management Software.

- **Employee Insights on Current Challenges:**

Employees were each given then survey regarding their experiences and challenges with the current employment management system.

Discussions focused on issues such as accessibility, efficiency, and any limitations in the existing system.

- **Desired Features for the New Software:**

Employees provided input on features they believe would enhance the new software.

Common themes included ease of use, customizable reporting, and functionalities tailored to specific roles within the organization

9. Suggested Features:

Are there any specific features or functionalities you would like to see in the software to enhance your job search experience?

Do you have any suggestions for improving the overall effectiveness of the software?

Include tools for users to assess and showcase their skills effectively. This could involve portfolio uploads, or integrations with third-party certification platforms.

9. Suggested Features:

Are there any specific features or functionalities you would like to see in the software to enhance your job search experience?

Do you have any suggestions for improving the overall effectiveness of the software?

I'm not really sure.I just want something easy to use.

9. Suggested Features:

Are there any specific features or functionalities you would like to see in the software to enhance your job search experience?

Do you have any suggestions for improving the overall effectiveness of the software?

Features such a rating bar would be useful, to rate the overall experience

- **Data Security and Privacy Concerns:**

Concerns about data security and privacy were addressed.

Employees shared their expectations regarding the protection of sensitive information within the new software. Below are their responses:

7. Privacy and Security Concerns:

What concerns or considerations do you have regarding the privacy and security of your job-related information within the software?

How can the software address these concerns and ensure data security?

Validation for the system should be added and security questions if a user should forget their password.

7. Privacy and Security Concerns:

What concerns or considerations do you have regarding the privacy and security of your job-related information within the software?

How can the software address these concerns and ensure data security?

When it comes to security I have little concerns as it's internal information of mine within the company and also being apart of the system will allow me to edit any of my information and regarding or relating back I can always suggest for certain information to be kept private and not stored on the system if in future I feel the need.

7. Privacy and Security Concerns:

What concerns or considerations do you have regarding the privacy and security of your job-related information within the software?

How can the software address these concerns and ensure data security?

Conduct regular security training sessions for users to raise awareness about best practices, such as creating strong passwords, recognizing phishing attempts, and safeguarding sensitive information.

- **User-Friendly Interface Preferences:**

Preferences for an intuitive and user-friendly interface were discussed.

Employees highlighted specific aspects that contribute to a positive user experience

4. User-Friendly Interface:

What features do you think would make the software more user-friendly for job searching within the company?

Are there any specific design or functionality preferences you have?

The company already has a workspace platform for our emails so it would be great to have a platform that also stores our information and qualifications just so that's it easier for me to like edit any of my information.

4. User-Friendly Interface:

What features do you think would make the software more user-friendly for job searching within the company?

Are there any specific design or functionality preferences you have?

Internal job searching will be even much more user friendly, with the knowledge that each employee has regarding the structure of the company. I would prefer to search by departments or skill.

4. User-Friendly Interface:

What features do you think would make the software more user-friendly for job searching within the company?

Are there any specific design or functionality preferences you have?

I would like the system to be more easy to use by placing a help tab for users if they are stuck they can click on it, which will show them the instructions.

- **Integration with Existing Systems:**

Employees provided insights into the integration of the new software with existing tools or systems.

Compatibility with other software solutions was discussed.

5. Integration with Current Systems:

Are there existing tools or systems you use for job-related activities that you would like the new software to integrate with?

How can the software seamlessly fit into your current workflow?

Receiving open job alerts from the employment system to our work email system.

5. Integration with Current Systems:

Are there existing tools or systems you use for job-related activities that you would like the new software to integrate with?

How can the software seamlessly fit into your current workflow?

No there are not but I'm open to using a system that is easy and would help me know whenever there are job opportunities or openings in the company as I can grow further in the company.

5. Integration with Current Systems:

Are there existing tools or systems you use for job-related activities that you would like the new software to integrate with?

How can the software seamlessly fit into your current workflow?

There are existing systems such as LinkedIn, that can be used to integrate the system.

- **Timeline and Expectations:**

The team leader outlined the expected timeline for software development and implementation.

Employees were informed about milestones and their roles in the process.

- **10. Next Steps and Follow-Up:**

The next steps were discussed, including any follow-up actions required from employees. A follow-up communication plan was outlined.

5 MEETING END

Meeting Schedule End: 13:00

Meeting Actual End: 12:50

6 POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
<Action Item>	<Assignee>	<mm/dd/yy>

7 DECISIONS MADE

In conclusion a survey was conducted for five people for the employment management system, in which three of them responded, judging by their feedback, it is clear that this employment management system will have a great impact in the company.

We extend our gratitude to all employees who participated in the survey, and we look forward to their continued collaboration as we embark on this transformative journey together.

Infinity group is committed to creating an employment management software that not only meets industry standards but exceeds the expectations of our valued workforce.

8 NEXT MEETING

Next Meeting: JumpCo Software Labs, Northcliff

26 January 2024

11:00am