



**UGANDA INSTITUTE OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY – NAKAWA.**

“INQUEST OF EXCELLENCE”

COURSE UNIT: COMMUNICATION SKILLS

TASK: MINUTES WRITING

PROGRAMME: ITB

GROUP :7

NAME

REG NO

SSEKITOLEKO FRED

2023/ITB/DAY/0665

AKAMPEREZA COLLINE

2023/ITB/DAY/1334/G

AGUTI DOREEN

2023/ITB/DAY/0935

SSENDAGIRE EDRINE

2023/ITB/DAY/0668

MPUMWIRE SUSAN

2023/ITB/DAY/1305/G

BULYABA NOREEN

2023/ITB/DAY/0605

NYIRAGUHIRWA JANET

2023/ITB/DAY/1277/G

MUGABI REAGAN

2023/ITB/DAY/0635

KARONGO EZEKKIEL

2023/ITB/DAY/1318/G

NAGUDI GLORIA ISABELLA

2023/ITB/DAY/2301

MINUTES OF THE GROUP 7'S MEETING HELD ON 2ND DECEMBER 2023 AT 4:00PM ON ZOOM.

ATTENDANCE

MEMBERS PRESENT

- | | |
|-----------------------|--------------|
| 1. Nyiraguhirwa Janet | member |
| 2. Aguti Doreen | member |
| 3. Ssendagire Edrine | member |
| 4. Mugabi Reagan | member |
| 5. Akampereza colline | secretary |
| 6. Ssekitoleko Fred | chair person |

MEMBERS ABSENT WITHOUT APOLOGY

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| 7. Nagudi Gloria | member |
| 8. Mpumwire Susan | member |
| 9. Karongo Ezekiel | member |
| 10. Bulyaba Noreen | member |

Agenda

- I. Calling the meeting to order
- II. Opening prayer
- III. Self-introduction
- IV. A word from the chair person
- V. Reactions
- VI. Matters arising
- VII. Way forward
- VIII. Closure

Min 1 22/11/2023 calling the meeting to order

The chairman said a word of greetings, requested everyone to pay attention and get ready for the meeting.

Min 2 22/11/2023 opening prayer

The meeting was led in prayer for guidance Aguti Doreen who is a member in our discussion group.

Min 3 22/11/2023 self-introduction

The chairperson asked all members to introduce themselves which all members adhered to.

Min 4 22/11/2023 word from the chair person

Greeting fellow colleagues, I'm honored to be the chairperson of this meeting where we will discuss on how to improve on our academics. I hope you are all doing well and ready to share your ideas and opinions. As you know academics is very important for our future success and happiness, develop our skills, knowledge and creativity. It also prepares us for the challenges and opportunities that await us in the world.

Furthermore, he put strategies to improve academics and these included;

- I. Setting smart goals that can help us plan our study schedule, track our progress and achieve our desired outcomes.
- II. Making planning and time management a priority that is, use of tools like calendars, to-do lists and timers to manage our time effectively and efficiently.
- III. Taking advantage of online resources such as libraries, writing center, tutoring to enhance our learning experience and outcomes.
- IV. Taking care of your physical and mental health that is by enough sleep, eating well, exercising regularly, relaxing and seeking help when needed.
- V. Following your passions. This is because when you are passionate about something, you are motivated, engaged, curious and you also enjoy the process of learning
- VI. The chairperson also said that anyone who gets a retake in any of the course units will be expelled from our discussion group.
- VII. In addition to the above, he also emphasized that whoever comes late for the discussion will pay a fine of fifteen thousand shillings.

Min 5 22/11/2023 Reactions

Aguti Doreen melisa reacted on (vii) and she told us to always come early thirty minutes before the lecturer.

She also emphasized on proper following of our calendar which helps us when it comes to academic scheduling, taking advantage of online resources to enhance our learning experiences and outcomes.

All members were thankful to the chairperson but disagreed on the issue of expulsion on whoever gets a retake and one of the members (Ssendagile Edrine) suggested that whoever gets a retake should focus on their studies, put in more efforts, seek help from friends when needed to improve on their academics.

Mugabi Reagan suggested that the fine to late comers should be reduce to five hundred shillings.

Min 6 22/11/2023 Matters arising

Aguti Melissa raised an issue about uncooperativeness among the members and requested them to work together in order to achieve their goals.

Nyaguhirwa Janet raised a matter of Late coming of the members where she said some members come thirty minutes late which disorganizes the discussion and suggested that members should always come on time to move at the same pace.

Min 7 22/11/2023 Way forward

The chairman suggested that timetables must be drafted for our discussion to eliminate the problem of uncooperativeness.

Mugabi Reagan suggested that ten minutes should be allocated before the discussion commences.

Min 8 22/11/2023 closure

Ssendagire Edrine gave us a closing prayer and the meeting was adjourned at 4:30pm.

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AKAMPEREZA COLLINE

SECRETARY

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SSEKITOLEKO FRED

CHAIRPERSON

