# Group Meeting Report – Week -

**Module Name:** \_\_\_\_\_\_COH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Group:** \_\_\_\_\_\_\_NB\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_\_\_\_24 July 2025\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_20:00\_\_\_\_\_\_\_\_

**Location Venue:** \_\_\_\_\_Online\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **End Time**: \_\_\_\_\_21:45\_\_\_\_\_\_\_\_\_\_

## Team Member Details

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Student Number | Present (✓) / Absent (✗) | Reason for Absence (if applicable) |
| R.A Ramadie | 241920569 | ✓ |  |
| A.M Buthelezi | 240371146 | ✗ | Not provided |
| T.S Dlamini | 251231011 | ✗ | Not provided |
| K.W Dube | 251567298 | ✗ | Could not join network issues |
| T Mabena | 223110770 | ✗ | Not provided |
| P.K.K Matjila | 250799705 | ✗ | Not provided |
| M.K Rakgoasha | 250602308 | ✗ | Not provided |
| N.C Sefodi | 230525102 | ✓ |  |
|  |  |  |  |

## What we discussed

\*(Briefly list or summarise the main points discussed during the meeting. Include any decisions made or challenges raised.)\*

1. Reprimanded all team members on the lack of participation
2. Asked for progress reports or work done during recess
3. Majority of the team did nothing and those who did couldn’t present the work
4. Talked about thow to move forward

## Action Plan Before Next Meeting

\*(Outline what each member or the group as a whole plans to do before the next meeting. Assign responsibilities if applicable.)\*

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| --- | --- | --- |
| Task/Action Item | Responsible Member(s) | Deadline |
| Work on the presentation | Ramadie and Rakgosha | 27 July |
| Rework the case studies | Ntuli and Dlamini | 27 July |
| Create a spreadsheet with all the data collected and do graphs and calculation | Mabena and Matjila | 27 July |
| Set up the working environment install the necessary programs to start working on the website | Dube | 26 July |
| Share all the work done regarding the website and research | Sefodi | 25 July |

## Any Question to Lecturer? (If any)

\*(Ask the lecturer any question in bullet form. If you have any question. The lecturer will address the questions in class.)\*

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## Next Meeting Details

**Proposed Date:** \_\_27 July 2025\_\_\_\_ **Proposed Time:** \_\_\_\_\_\_20:00\_\_\_\_\_\_\_\_\_