# Group Meeting Report – Week -

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

**Date of Meeting:** \_\_\_\_\_\_\_\_27 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 | ✓ |  |
| T.S Dlamini | 251231011 | ✓ |  |
| K.W Dube | 251567298 | ✓ |  |
| T Mabena | 223110770 | ✓ |  |
| P.K.K Matjila | 250799705 | ✓ |  |
| M.K Rakgoasha | 250602308 | ✓ |  |
| 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. Explaining each task what they have done
2. What happens if a member don’t meet deadlines
3. How we can collaborate more efficiently

## 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.)\*

|  |  |  |
| --- | --- | --- |
| Task/Action Item | Responsible Member(s) | Deadline |
| Oversee the presentation | sefodi | 29 July |
| Work on the spreadsheet | Ragoasha | 29 July |
| Prepare presentation scripts | Ramadie and sefodi | 29 July |
| Work on the calculation that will be inserted for the recommender | Mabena and Matjila | 29 July |
| Set up the working environment and farmilaries with the website and come up with suggestion for improvement | Dube | 29 July |
| Do more research about the case studies | Ntuli and buthelezi | 29 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.)\*

-

-

-

-

## Next Meeting Details

**Proposed Date:** \_\_29 July 2025\_\_\_\_ **Proposed Time:** \_\_\_\_\_\_20:00\_\_\_\_\_\_\_\_\_