**PROJECT TITLE – E SOLUTIONS**

**PROJECT ROLES**

**Admin roles**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Wame Rasegakwana | Group Leader |
| Olorato Charles | Vice Group Leader |
| Neo Beth Monyere | Editor |
| Gloria Hengari | Vice Editor |
| Nomsa Motlhobogwa | secretary |
| Tshegofatso Puskas | Vice secretary |

**Technical roles**

|  |  |
| --- | --- |
| **Name** | **Role** |
| Wame Rasegakwana | IT specialist |
| Olorato Charles | Project Manager |
| Neo Beth Monyere | Quality controller |
| Gloria Hengari | Finance manager |
| Nomsa Motlhobogwa | Developer |
| Tshegofatso Puskas | Risk Manager |

NB: The project manager will be changing from time to time.

**AGREED MEETING DAYS AND TIME**

Monday 0900hrs

Wednesday 1000hrs

Thursdays 12300hrs

Fridays – 0900hrs

**MONITORING AND CONTROLLING**

We have a central platform where we store our documents and each group member has access to collect necessary evidence, project manager will control the team‘s effort and present progress results at weekly meeting.

**MEETING MINUTES**

**First meeting**

Date: Thursday 07 September 2017

Time: 11:42

Venue - twin towers (Room 16)

**Activities**

* created git hub accounts
* started e-solutions tutorial

Available members: All Members

**Second meeting**

Date: Friday 08 September 2017

Time: 1220hrs

Venue: main campus (lab12)

Available members: all members

**Activities**

* Making a draft on how to collect necessary evidence in project management.
* Assigning of role to group members.

**Third meeting**

Date: Monday 11 September 2017

Time: 0800hrs

Venue: main campus (lab12)

Available members: all members

**Activities**

* draft on contract of work

**Fourth meeting**

Date: Tuesday 12 September 2017

Time: 0900hrs

Venue: twin towers (room 16)

Available members: all members

**Activities**

* draft of the project plan

**Fifth meeting**

Date: Thursday 14 September 2017

Time: 0900hrs

Venue: twin towers (room 16)

Available members: all members

**Activities**

* producing the ghant chart in Ms project- adding tasks and precedence

**Sixth meeting**

Date: Monday 18 September 2017

Time: 0900hrs

Venue: main campus (Lab 1)

Available members: all members

**Activities**

* Meeting with the supervisor

Preparation for assessment

* Preparing the initial cost model
* Producing the stamen of work
* Typing minutes
* Gantt chart