**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

Agreed meeting days and time

Monday 0900hrs

Wednesday 1000hrs

Thursdays 12300hrs

Fridays

**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

|  |  |
| --- | --- |
| **Name** | **Role** |
| Wame Rasegakwana |  |
| Tshegofatso Puskas |  |
| Neo Beth Monyere |  |
| Gloria Hengari |  |
| Olorato Charles |  |
| Nomsa Motlhobogwa |  |

**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
* Ghant charch