

1. Welcome

Tebogo welcomes all UG representatives.

2. Apologies

No apologies were received.

Proxy received. (GIMPA/Ekurhuleni West TVET College/Te Kura/Univ of Mpumalanga)

3. Minutes of the 2023 ITSIUG Committee Meeting *Annexure 1*

The minutes of the ITSIUG Committee meeting held on Monday, 14th March 2023 at Safari Court Hotel and Conference Centre, Windhoek, Namibia, and the Agenda for this meeting are included in the on-line Conference booklet.

Proposed: Monale Tabane (VUT)

Seconded: Happy Mantshi (CPUT)

4. Matters arising from the Minutes not dealt with in the agenda

None

5. SWT(specialist working teams) Workshops

5.1. Report back on requested SWT workshops 2023

5.1.1. New Generation Applications

5.1.1.1.Communication was sent on 02 Nov 2023 to all Representatives, no feedback was received regarding the content of the information send. (A spreadsheet with development detail and delivery dates were included.)

5.1.1.2.Adapt IT: Prefer to align new development to 4.1 roadmap. Delivery will depend on when deployment will be done.

5.1.1.3.The representatives feel that all forums where development was requested are put on hold. Adapt IT must remember not all Institutions can move to Infinity due to various reasons.

5.1.1.4. Institutions need to meet on a platform where they can discuss what is required by the Institutions.
Feedback will be provided on how Institutions can meet.

5.1.2 Assets: SWT will be discussed on 10 Apr 2024. Adapt IT will send invitations.

5.2. Feedback / Way forward from Adapt IT:

5.2.1. Pravie: Design thinking workshops will not replace SWT.
But SWT will be mapped into Design Thinking workshops.

5.2.1.1. Feeling from the house regarding the feedback:

5.2.1.1.1. SWT concept was “born” in User Group. During 2023/2024 there was no SWT. Must remember when a large group meets to discuss requirements, detail get lost, we need to arrange smaller groups to discuss requirements. No movement currently regarding Institution’s needs. Question to EXCO what is the way forward?

6. SWT Workshop Requests - 2024/2025

New SWT requests can be submitted, the SWT process will continue as per User Group constitution.

7. Conference 2024 matters

7.1. Comments received on the 2024 Conference: Venue is good. Aircon is too cold in some of the venues.

Action: Bella will discuss with the Sun City Team.

7.2. There is not enough Technical support during the sessions:

EXCO: Due to cost we compromise on available technicians

7.3. Seers 1: Power cables must be covered.

Action: Bella will follow-up with the maintenance team of Sun City

7.4. Juanita Frans: EXCO need to send Program upgrades via email.

7.5. Greg Saunders (MNU): Request if it is possible to make the following changes to the website: Add who paid and whose payment is still outstanding.

EXCO: Bobby can develop but we must remember there will be a payment in the bank with no reference that cannot be matched against a specific individual/Institution.

7.6. Some of the Presentations were too long, then there was not enough time for Q&A.

7.7. Trevor Maistry (UKZN): Website: when a password was requested, a temporary password was received but there is no place to change the password.

EXCO: Bobby will investigate

7.8. Patrick Zungu (Unizulu): Thank EXCO for messages received, it helps.

8. Changes to the Constitution

No changes

9. Venue for Conferences 2025

The following venues were evaluated:

- Century city Conference Centre
- Emperors Convention Centre.

Pravie presented the different cost involved - Attached please find the Presentation

EXCO will investigate other venues for 2026

Greg Saunders (NMU): Indicate that we need to take cost into account. Possibly cut on gift/stay in Johannesburg it is central and no need for extra travel cost.

Proposed and approved venue for 2025: Emperors Convention Centre.

10. Urgent matters

None

11. ITS Integrator User Group Committee

None

12. Election of the Executive Committee (EXCO)

The two-year term for EXCO members ended. Tebogo handover to Pravie to manage elections.

- Lebogang Lethlake resigned (work related reasons)
- Derrick Gordon resigned (Health reasons)
- Karen Cupido's two years end (Karen is prepared to stand for another term as general member - Juanita nominated Karen as general member (Tony Masunyane/Vincent Ramarumo support her nomination)

Other Nominations: General members:

- Vincent Ramarumo (Vhembe TVET College) nominated Sulaiman Maeresera from West Coast TVET College.
- Tony Masunyane from SMU nominated Tshililo Ramovha from UL
- Louis Fourie (UJ) nominated Juanita Frans from NUST, but she declined.

The following members were elected by show of hands:

Vice-Chairperson: Sulaiman Maeresera (WCC)

General Members: Karen Cupido (Sol Plaatje University)
Tshililo Ramovha (UL)

EXCO Members for 2024/2026:

Chairperson: Tebogo Makhambeni

Vice-Chairperson: Sulaiman Maeresera

General Members: Karen Cupido
Tshililo Ramovha

13. General

13.1 Payment of fees:

- a. Bobby explained the process when contract need to be signed with a new venue, deposit must be paid. He requested the Representatives to arrange for earlier payments.



Minutes
ITS Integrator User Group
Committee Meeting
15:30, Monday, 04th March 2024
Seers Court 2, Sun City Convention Centre,
Northwest, South Africa

13.2 Trevor Maistry (UKZN)- thanked EXCO for arranging a good conference

With no further matters to discuss, the meeting closed at 16:46 Tuesday, 04th March 2024.

SIGNED

Chairperson: **Date:**