

MINUTES FOR THE CUE SCRUM MEETING NO.1 HELD ON 19TH Feb 2024.

PRESENT

S. NO.	Attendance
1	Ushindi Steven
2	Erick Daudi
3	James Mwanjau
4	Morris Kilonzi
5	Charlse Cheptumo
6	Steve Mutinda
7	Brian Orina
8	Alfred Kimata
9	Anthony Kaibei
10	Peter Muendo

AGENDA

1. Technical GIT - @Morris Kilonzi Muthui
2. Modular Closure Update – Lead Implementers
3. Project Status - @James Mwanjau
4. Way forward
5. Adjournment of the Meeting

ITEM	DESCRIPTION	ACTION
1.0	<u>INTRODUCTION</u> a) The C.O.O. welcomed members, The D.C.O.O gave a brief of the project followed by the H.T.S highlighted the works being undertaken on various Module.	
2.0	<u>TECHNICAL GIT</u> a) H.TS Heighted Modular technical completion status and percentages for each module. b) It was requested H.T.S to Provide module schedule with specific technical resource per module. c) Tracking of No. of additional items from the engagement with users and the compilation status for the items. d) It was advised that technical team to push the technical completion of items for each module to 80%-90%	

3.0	MODULAR CLOSURE UPDATE <ul style="list-style-type: none"> a) The Lead Implementer highlighted the progress of implementation and the challenges faced on the module implementation. b) The lead Implementer was advised to finish the documentation of user manuals for each module. c) It was advised that the team to have proper documentation of the session held and sample reports generated from the system. 	
4.0	<u>PROJECT STATUS</u> <ul style="list-style-type: none"> a) It was observed that some modules have been closed yet signoff have not been executed. b) C.O.O requested that the signoff for the completed module to be follow tomorrow and have the signoffs. c) It was advised that the modules that have third parties to be executed different from the once the only entails lead user. d) The P.M was asked to give reasons as to why the signoff are not executed and having a possibility of having signoffs at the end of the day. e) It was advised that the Global tracker to be updated promptly to clearly show the visibility of each module. 	
5.0	<u>WAY FOWARD</u> <ul style="list-style-type: none"> a) The D.C.O.O confirmed that the scrum session will be held daily. b) The C.O.O reminded the team to finish updating the user manuals. 	