**Lima Group Meeting Minutes**

| Date | 27/09/24 | Notetaker | Rebekah Leslie |
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### Attendees

| * Holly | * Fariha | * Haziel | * Piotr |
| --- | --- | --- | --- |
| * Caitlin | * Rebekah | * Andreas | * Dermot |

# **Discussion**

| Topic | Reflective Journal |
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### Notes

* Split the total word count equally among the group and nominate an editor to ensure flow and readability before the deadline.

### Action List

| **Action Item** | | **Person responsible:** | **Deadline:** |
| --- | --- | --- | --- |
| * Write journal * Finalise journal | | Everyone (1500 words each)  Rebekah, Haziel, Holly | In progress  In progress |

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| Topic | Meeting with client |
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### Notes

* The product owner makes contact with the client (email).

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
| * Email client | | Haziel | End of meeting |

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| Topic | Using GitHub |
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### Notes

* Rebekah created an SSH key.
* Practiced pull requests and reviewing changes before committing.
* Everyone should learn how to use git:
  + Connecting remotely using ssh, GitHub desktop, etc
  + Committing and creating pull requests (don’t merge if you’re unsure 💀)
  + Reviewing others’ pull requests
  + Explore tabs (especially the projects tab for task tracking)

### Action List

| **Action Item** | | **Person responsible** | **Deadline** |
| --- | --- | --- | --- |
| * Learn git | | Everyone | asap |

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# ***Other Information***

**To do:**

* Learn Git!

**Next Meeting:**

1st october at 15:00