**TEAM DEVELOPMENTALITY**

**Deliverables Discussions**

**May 19, 2023**

**Moderator:** Mikedale B. Dellera

**Minutes Taker:** Princess Joy H. Ferrer

ATTENDANCE:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Duration | Email | Role |
| Princess Joy Ferrer | 56m 9s | phferrer@student.apc.edu.ph | Presenter |
| Jakerson Bermudo | 56m 1s | jbbermudo@student.apc.edu.ph | Organizer |
| Carl James Garcia | 55m 56s | cagarcia@student.apc.edu.ph | Presenter |
| Mikedale Dellera | 54m 51s | mbdellera@student.apc.edu.ph | Presenter |
| Wilkins Caducio | 54m 45s | wvcaducio@student.apc.edu.ph | Presenter |
| Rark Mowen Alcantara | 42m 31s | rlalcantara@student.apc.edu.ph | Presenter |

**AGENDA**

1. GitHub and Tortoise Support Settings

The process of configuring GitHub and Tortoise support settings was discussed. The following points were covered:

- Saving authentication data

- Username and password pairs

- Setting credentials for Git

- Troubleshooting errors

2. File Management

The process of file management was discussed. The following points were covered:

- Uploading files

- Clearing history

3. Open Project and Work Packages

The use of Open Project for work package management was explained. The following points were covered:

- Using work packages for recording tasks

- Updating work packages with hours spent and comments

- Including the link to the GitHub commit for each task

4. Current Work Packages

The team was informed to focus on the current work packages assigned to them. The following points were covered:

- Working on assigned work packages

5. GitHub Commit Clarification

Clarification was provided regarding the use of GitHub commits. The team was reminded to commit to their work and include the necessary details in the commit message.

6. Effective Collaboration and Tool Usage

The importance of using tools like Open Project and GitHub for effective collaboration and visibility of project activities was emphasized.