

# Meeting minutes

Project title: Tube Twin (passenger count forecasting/general tube analysis).

## Meeting information

Date 28-08-2022

Meeting purpose Daily Scrum

Location [Link](#)

## Participants

Emmanuel David

Kelvin Mwaniki

Hakim Balogun

Michael Mamah

## AGENDA TOPICS

Agenda topic1: *Presentation preps.* | **Presenter:** Emmanuel, All members.

### Discussions

Emmanuel shared with the team his progress in creating the presentation slides. It should be ready for use before Wednesday.

### Action items

	Person responsible	Deadline
Complete work on the presentation slides.	Emmanuel	31-08-2022

Agenda topic2: *Workflow creation.* | **Presenter:** Kelvin, All members.

### Discussions

Kelvin has started work on the project workflow and he shared what he has been able to achieve. We now have an overview of the project roadmap.

Action items	Person responsible	Deadline
Have a look at the workflow and suggest additions/improvements.	All members	31-08-2022
Complete work on the project workflow.	Kelvin	31-08-2022

Agenda topic3: *Objectives for the week.* | **Presenter:** All members.

### Discussions

All members are to make effort to achieve their assigned tasks and also do more research concerning the project and provide feedback on their findings.

### Action items

	Person responsible	Deadline
Carry out assigned tasks on Trello and provide feedback.	All members	30-08-2022