

Meeting minutes

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

Meeting information

Date 28-09-2022

Meeting purpose Daily Scrum

Location [Link](#)

Participants

Emmanuel David

Michael Mamah

Kelvin Mwaniki

Hakim Balogun

Harmony Odumuko

Endurance Arienkhe

AGENDA TOPICS

Agenda topic 1: Sprint II presentation preps. | Presenter: All members.

Discussions

The team met and made a final outline of the presentation slide decks.

Hakim will conclude the creation of the slides by combining all the steps and stages necessary onto the deck.

The team will meet in the morning tomorrow to go through the decks once again and assign parts to presenters. The team can also rehearse during that time.

All members are to come up with questions, concerns, and challenges they have that we'd need to include in the slides for presentation.

Action items	Person responsible	Deadline
Continue work on the presentation slides.	Hakim	29-09-2022
Update Trello with the meeting minutes and update calendar for tomorrow morning's meeting.	Hakim	29-09-2022
Attend the meeting at all cost and be on time.	All members	29-09-2022