Meeting minutes

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

Meeting information

Date	22-08-2022	Emmanuel David
Meeting purpose	Daily Scrum	Kelvin Mwaniki
Location	[Link](#)	Hakim Balogun
		Michael Mamah
		Endurance Arienkhe
		Harmony Odumuko

AGENDA TOPICS

Agenda topic1: *Team roles and Meeting times.* | Presenter: *All members*

The team appointed Emanuel as the Team Lead and Hakim as the Admin Lead. It was agreed upon that new roles will be appointed when the need arises as the project progress.

Also, scrum meeting times and days were chosen in addition to meetings with facilitators on Mondays and Fridays; 20:00WAT on Tuesdays, Thursdays, Saturdays, and briefly on Sundays.

Action items	Person responsible	Deadline
Appoint more roles as their need arises.	All members	No set date
Create the meeting calendar and send invites to all members.	Hakim	23-08-2022

Agenda topic2: *Project briefing and objectives.* | Presenter: *Emmanuel, All members.*

Emmanuel (Team lead) briefs the team about the project objectives. The potential requirements such as the processes and resources that will be needed to achieve the project were also discussed.

Action items	Person responsible	Deadline
Research on data source/availability.	Hakim	26-08-2022
Research on processes for data modelling and visualization.	All members except Hakim.	26-08-2022
Create and invite the team to a GitHub repository for collaboration.	Michael and Harmony.	26-08-2022
Prepare the meeting minute and upload the .pdf document on Trello.	Hakim	26-08-2022

Special notes

Use this space for any additional notes.