

Meeting minutes

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

Meeting information

Date 03-09-2022

Meeting purpose Daily Scrum

Location [Link](#)

Participants

Emmanuel David

Kelvin Mwaniki

Hakim Balogun

Harmony Odumuko

AGENDA TOPICS

Agenda topic1: Breaking down the workflow. | Presenter: All members.

Discussions

The team will meet to have a deeper look into each part of the project workflow to better understand what is required to achieve them. Then the process will be broken down into tasks that will be assigned to team members. Understanding the flow will also allow us to know where help will be required with the assigned tasks. Members should ask for help when they need to and also try as much to give help when they can.

Action items

Action items	Person responsible	Deadline
Meet again tomorrow, Sunday, to dissect the roadmap.	All members	04-09-2022

Agenda topic2: Decision on collaborations with Team 19. | Presenter: All members.

Discussions

A decision was made to collaborate with team 19 but the team would prefer to deliver the project separately. We will share ideas with the other team every time it is required and vice versa. Also, the rest of the team that isn't present at this meeting should send in their opinions on the group's platform before the team lead responds to Elizabeth with this decision.

Action items	Person responsible	Deadline
Send in opinions on the group's communications platform.	Absentees	04-09-2022
Respond to Elizabeth with the team's decision.	Emmanuel	05-09-2022

Agenda topic3: Merged historical data. | Presenter: Hakim, All members.

Discussions

Hakim shared with the team his progress on the historical data. He's successfully merged them into a single CSV file. The team has agreed that he share this with everyone on the team's GitHub repo.

Action items

	Person responsible	Deadline
Upload the merged historical data on GitHub.	Hakim	04-09-2022
Set up a notebook from which everyone will be working.	Hakim	04-09-2022