**MINUTES FOR THE IT(SOFTWARE) TEAM WORK-FLOW MEETING HELD ON TUESDAY 11th AUGUST 2020 AT MEETUP ONLINE ROOM FROM 8:00 a.m – 9:00 a.m:**

**Members Present:**

Horace Abenga - (Chair)

Hesbon Kiptoo

Martin Luther Bironga - (Secretary)

Grace Zawadi.

Humphreys Musonye

Joshua

**Preliminaries:**

The meeting was opened by the chair at 0800 hrs.

**Agenda:**

1. Horaces Tasks

2. Hesbons Tasks

5. Graces’s Tasks

6. Martin’s Tasks

7. Humphrey’s Musonyes Tasks

A.O.B

**Min01: Horace Tasks:**

Has set up the meetings for tomorrow and Thursday. At 12:30 so that he can be able to onboard to the projects.

**Min02: Hesbons Tasks:**

Was coming to the office today was meeting up with Joshua and able to deploy gitlab, openproject and instead of mattersmost used rocket chat. Was hoping team to onboard. Had challenges with connecting rocket chat to the gitlab server.

**Min02: Grace’s Tasks:**

Was able to complete wit celery will link up with Hesbon to deployment.

**Min06: Martin’s Tasks:**

Able to succeed to input the graphs and that is what I will be doing for this week/.

**Min08: Humphrey’s Tasks:**

Still working on the staff dashboard of the brooks insurance api. And for actinvest is planning on working on the combined analysis for this week.

**Min08: Joshua’s Tasks:**

Was able to work with Hesbon in deployment of the gitlab server to the local servers .. and is now working with Hesbon to ensure the rocket chat is working well…

**A.O.B:**

The team requested that they get a commit cycle platform.

**Conclusion:**

The meeting was brought to a close by a word of prayer by Martin