**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.

**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

A.O.B

**Min01: Horace Tasks:**

Was able to call Abed and talked to Hesbon. Haven’t managed to setup the meetings but will curve out some time this week to have meetings with everyone.

**Min02: Hesbons Tasks:**

Was coming to the office today was meeting up with Joshua and hoping to deploy mattermost, openproject and gitlab to new servers. Resuming with the brooks insurance api.

**Min02: Grace’s Tasks:**

Will be testing through and adding celery to the tasks.

**Min06: Martin’s Tasks:**

Working on the graphs and testing the analysis tasks

**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