**MINUTES FOR THE IT(SOFTWARE) TEAM WORK-FLOW MEETING HELD ON TUESDAY 25th AUGUST 2020 AT MEETUP ONLINE ROOM FROM 8:00 a.m – 9:00 a.m:**

**Members Present:**

Hesbon Kiptoo

Martin Luther Bironga - (Secretary)

Grace Zawadi.

Humphreys Musonye

**Preliminaries:**

The meeting was opened by the chair at 0800 hrs.

**Agenda:**

2. Hesbons Tasks

5. Graces’s Tasks

6. Martin’s Tasks

7. Humphrey’s Musonyes Tasks

A.O.B

**Min02: Hesbons Tasks:**

Was able to connect rocketchat and gitlab server and also configured webhooks between rocket chat and gitlab server . There is openproject for project management that will be used so tried Taiga but was not able and also Kanboard that tried with Martin and therefore we resorted to Openproject. Will have a sync with Horace and resume with Broks Insurance.

**Min02: Grace’s Tasks:**

Wasn’t able to link up with Hesbon . But will link up with Hesbon and do so and also waiting for some scripts from Martin

**Min06: Martin’s Tasks:**

Tests for the entire system and was able to test with other departments

**Min08: Humphrey’s Tasks:**

Currently working on the brooks frontend and almost done with the overview page. Waiting for actinvest backend to go live so that he can pick up with combined analysis.

**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