**MINUTES FOR THE IT(SOFTWARE) TEAM WORK-FLOW MEETING HELD ON WEDNESDAY 26th May 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)

Humphrey Musonye

**Preliminaries:**

The meeting was opened by the chair at 0800 hrs.

**Agenda:**

1. Project setup for Horace

2. Commit cycle

3. Emergency email alerts.

4. Duties of each programmer.

5. Help when stuck

A.O.B

**Min01: Project setup for Horace:**

Martin reported that the credentials for Horace were setup and that he was now ready to be up and running at the comfort of his homestead. Horace affirmed that he was able to access both the network and the code.

**Min02: Commit Cycle:**

Horace urged for a commit cycle whereby whenever a feature was implemented that all programmers should be placed in the loop in order to test the feature, that they may give their remarks. The rest of the programmers agreed and they said that it would be a wonderful scheme.

**Min03: Emergency emails:**

Horace also requested that emergency emails to be sent in the case that a system is down. So that the programmers responsible for the project may be able to be alerted and quickly embark on rescuing the project.

**Min04: Duties of each programmer:**

The duties of each programmer were discussed beginning with Martin who outlined to work on deployment of the mattersmost to the online servers and the polishing of the performance management system. Hesbon followed by outlining that they would work with Martin as a team to see that the systems were setup..

**Min06: Help when stuck:**

The team discused about unblocking each other as teammates that is when a team member gets stuck that they could unblock each other and help one another. And an unblocking system to be setup to rescue each other from blockers.

**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