**MINUTES FOR THE IT(SOFTWARE) TEAM WORK-FLOW MEETING HELD ON TUESDAY 28th  July 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)

**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:**

Horace to continue familiarizing with the task management system. Also researching about the inbuilt documentation. And have a call with Abed

**Min02: Hesbons Tasks:**

Hesbon was able to manage to create a pipeline and make deployment to the digital ocean. He was able to make two more endpoints for Brooks Insurance.

**Min02: Grace’s Tasks:**

Grace working on the benchmark and combined analysis.

**Min06: Martin’s Tasks:**

Was able to deploy the system to the Pensions department. This week I will be working on the notification and permissions systems. Also said to put in place the testing for the systems.

**Min06: Joshua’s Tasks:**

This week will be looking into the new websites that are coming up and hosting them and such. Configure continuous integration and continuous deployment this week.

**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