

NAMES: Larry Chiem, Ian Rowe, Raymond Shum, Nicholas Stankovich
DUE DATE: June 8, 2021
ASSIGNMENT: Team Programming Assignment #3
DESCRIPTION: Meeting minutes for 3 required team meetings.

Team 2 Agenda – Meeting 1

Date	June 2, 2021
Time	10:00 AM to 5:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Raymond Shum

<u>Reading of Previous Meeting Minutes By:</u>	NA
--	----

<u>Agenda Items By:</u>		Raymond Shum
Topic	Person(s) Reporting	Time for Presenting & Comments
Review of project requirements	Raymond Shum	30 minutes
Election of Team Lead	All	5 minutes
Division of requirements among team	All	30 minutes
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Review of previously posted (previous Wednesday) project requirements • Team Lead elected: Larry Chiem • Discussion of different approaches to work division • Work divided among team 	

<u>Action Plan By:</u>	Larry Chiem
<ul style="list-style-type: none"> • Work Division Narrative: • Larry Chiem: Server connection handler, confirmation message and main method • Ian Rowe: All components of client script • Raymond Shum: Server send, receive and main method • Nicholas Stankovich: Server message order acknowledgment, response string logic and main method • All members responsible for testing on Mininet, confirming output matches examples, assisting other members if available 	

Team 2 Agenda – Meeting 2

Date	June 5, 2021
Time	3:00 PM to 4:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Larry Chiem

<u>Reading of Previous Meeting Minutes By:</u>	NA
--	----

<u>Agenda Items By:</u>		Larry Chiem
Topic	Person(s) Reporting	Time for Presenting & Comments
Discussion of office hours code review	All	30 min
Possible code revision/refactor	All	30 min
Testing and deadlines	All	10 min
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Larry Chiem
<ul style="list-style-type: none"> • Discussion of code review: If possible, make use of blocking functions to remove spin-wait in Server script. Client script does not need to implement thread. Multithreading is necessary on server due to TCP demultiplexing to different ports per client • Discussion of testing and code revision • No work to be re-assigned 	

<u>Action Plan By:</u>	Larry Chiem
<ul style="list-style-type: none"> • Test ways to remove spin-wait and implement if possible or if time allows • Clean up messy code of logic in main assignment scripts • Test refactored code on Mininet 	

Team 2 Agenda – Meeting 3

Date	June 7, 2021
Time	5:00 PM to 8:00 PM
Location	Slack
Attendees	Ian Rowe, Larry Chiem, Nicholas Stankovich, Raymond Shum
Facilitator(s)	Larry Chiem

<u>Reading of Previous Meeting Minutes By:</u>	NA
--	----

<u>Agenda Items By:</u>		Larry Chiem
Topic	Person(s) Reporting	Time for Presenting & Comments
Review of test cases and revisions	All	1 hr
Final pass on submission package	All	1 hr
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Larry Chiem
<ul style="list-style-type: none"> • Review of test cases against project requirements • Review of final revisions made to code • Final testing of EC and main assignment scripts • Review of submission materials 	

<u>Action Plan By:</u>	Larry Chiem
<ul style="list-style-type: none"> • Members review final pull requests (updates to print formatting and comments) • Members tested EC and main scripts on Mininet • Members review submission package for error • Larry Chiem will submit both EC and main programs to respective sites on Canvas • All members to complete peer review forms on Canvas 	