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

Reading of Previous Meeting Minutes By:	NA

Agenda Items By:		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
Meeting Adjourned		

Meeting Minutes By:	Raymond Shum

- Review of previously posted (previous Wednesday) project requirements
- Team Lead elected: Larry Chiem
- Discussion of different approaches to work division
- Work divided among team

Action Plan By:	Larry Chiem

- 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, enable client communication
- 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

Reading of Previous Meeting Minutes By:	NA

Agenda Items By:		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
Meeting Adjourned		

Meeting Minutes By:	Larry Chiem
- 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	

Action Plan By:	Larry Chiem
- 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

Reading of Previous Meeting Minutes By:	NA

Agenda Items By:		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
Meeting Adjourned		

Meeting Minutes By:	Larry Chiem
- 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	

Action Plan By:	Larry Chiem
- 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	