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

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| 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 |

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| Reading of Previous Meeting Minutes By: | NA |

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| 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 |
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| Meeting Adjourned | | |

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| 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 | |

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| 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

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| 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 |

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| Reading of Previous Meeting Minutes By: | NA |

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| 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 |
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| Meeting Adjourned | | |

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| 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 | |

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| 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

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| 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 |

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| Reading of Previous Meeting Minutes By: | NA |

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| 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 |
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| Meeting Adjourned | | |

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| 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 | |

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| 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 | |