

NAMES: Larry Chiem, Ian Rowe, Raymond Shum, Nicholas Stankovich

DUE DATE: June 19, 2021

ASSIGNMENT: Team Programming Assignment #4

DESCRIPTION: Meeting minutes for 3 required team meetings.

Team 2 Agenda – Meeting 1

Date	June 9, 2020
Time	5:00 PM to 10:00 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
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<u>Agenda Items By:</u>		Raymond Shum
Topic	Person(s) Reporting	Time for Presenting & Comments
Project Rundown	All	1 hr
Work Division Narrative	All	30 min
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Meeting held earlier – early release of spec sheet & shorter time for work. • Discussion about project requirements – titles/roles, design, deliverables. • Division of labor based on titles in spec sheet 	

<u>Action Plan By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Work Division: • Raymond Shum: Team Lead • Nicholas Stankovich: OS, Mininet and network setup person • Larry Chiem: Programmer and documentation • Ian: Testing and debug 	

Team 2 Agenda – Meeting 2

Date	June 12, 2021
Time	8:00 PM to 12:00 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
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<u>Agenda Items By:</u>		Raymond Shum
Topic	Person(s) Reporting	Time for Presenting & Comments
Review of office hours discussion	Raymond Shum	30 min
Review of expected deliverables	All	30 min
Team status check	All	10 min
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Review of office hours discussion with Dr. Satyavolu. Questions on routing tables and issues noticed with Mininet API. • Review of project deliverables: screenshots, questions, program. • No blockers: all members on schedule. 	

<u>Action Plan By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Testing to be completed by Sunday night • Rough work on deliverables to be completed by Sunday night • Team lead will collate initial draft of report, submission package and revisions • All members to participate in review • Final meeting scheduled for Wednesday night 	

Team 2 Agenda – Meeting 3

Date	June 16, 2021
Time	5:00 PM to 10:00 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
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<u>Agenda Items By:</u>		Raymond Shum
Topic	Person(s) Reporting	Time for Presenting & Comments
Review of assignment document	All	1 hr
Review of submission package	All	1 hr
<u>Meeting Adjourned</u>		

<u>Meeting Minutes By:</u>	Raymond Shum
<ul style="list-style-type: none"> • Review of all answers to questions and screenshots in assignment document • Review of revisions made to assignment document • Review of program for sufficient commenting and documentation 	

<u>Action Plan By:</u>	Raymond Shum
<ul style="list-style-type: none"> • All members review submission package and make final suggestions for revision • All members to perform final testing on Mininet python script • Raymond Shum to submit package after it passes team review 	