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

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| 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 |

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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 |
| Project Rundown | All | 1 hr |
| Work Division Narrative | All | 30 min |
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| Meeting Adjourned | | |

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| Meeting Minutes By: | Raymond Shum |
| * 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 | |

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| Action Plan By: | Raymond Shum |
| * 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

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| 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 |

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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 office hours discussion | Raymond Shum | 30 min |
| Review of expected deliverables | All | 30 min |
| Team status check | All | 10 min |
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| Meeting Adjourned | | |

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| Meeting Minutes By: | Raymond Shum |
| * 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. | |

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| Action Plan By: | Raymond Shum |
| * 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

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| 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 |

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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 assignment document | All | 1 hr |
| Review of submission package | All | 1 hr |
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| Meeting Adjourned | | |

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| Meeting Minutes By: | Raymond Shum |
| * 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 | |

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| Action Plan By: | Raymond Shum |
| * 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 | |