Kick-Off Meeting

Prepared by: Zafar Azad
Date: 19/03/25

Project Name: MATRIX (Measuring And Testing Router Infrastructure across linuX) (tentative)

Meeting Objective:
Get the project off to an effective start by introducing key stakeholders, reviewing project goals, and discussing future plans.

Agenda:
- Introduction of attendees/stakeholders (team members, mentor, and client)
- Review of project background
- Review of project-related documents (e.g. business case, project charter)
- Discussion of project organisational structure and communication channels
- Discussion of project scope, time, cost and goals/objective
- Discussion of other important topics brought to attention
- List of action items from meeting

Action Items from kick-off team meeting to be discussed:
- Permission for and necessity of recorded meetings
- OS preference:
  - Why were Ubuntu and Fedora chosen?
  - Are these flexible?
  - Can the third choice be BSD-based (e.g. FreeBSD, NetBSD)?
- Clarification of required and provided hardware
- Costs involved
- IPv6 not widely supported – is it required?
- Current skills and upskilling

Action Item	Assigned To	Due Date

Date and time of next meeting:
TBC; Pencil Thursday 27/03/25 @ 12pm