# 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

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| **Action Item** | **Assigned To** | **Due Date** |
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**Date and time of next meeting:**TBC; Pencil Thursday 27/03/25 @ 12pm