**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** |  | |
| **Meeting called by:** | Thomas Hugh Robinson | |
| **Location: Discord Call** | **Date:** | **Time:** |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By:** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Hugh Robinson | Project Leader |
| Nathan Quai Hoi | Project Member |
| Win Phyo | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Charmi Patel | Project Member |
| Daniel Vaipulu | Project Mentor |
| Raymond Lutui | Client |
|  |  |
| **Absent** | |
| *Names* | *Representing* |
|  |  |

**MINUTES DETAILS**

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| --- | --- |
| Minutes prepared by: Win Phyo | Minutes circulation to: |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
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**Open Action Items/Action Items from the Previous Meeting**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
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**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
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**Next Meeting**

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| **Date:** | | **Time:** |
| *Discussion points for the next meeting:* | | |
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| *Action Items to be discussed in the next meeting:* | | |
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