**Mentor / Client Meeting**

|  |  |  |
| --- | --- | --- |
| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Meeting with Mentor/ Client for Mock Presentation and Project Update** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ1101** | **Date: 03/04/2025** | **Time:** 1:00 pm – 2:00 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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

**MINUTES DETAILS**

|  |  |
| --- | --- |
| Minutes prepared by: Win Phyo | Minutes circulation to: All Team members |

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Roll call of attendees | Thomas | 2 minutes |
|  | Mock Presentation | Thomas | 15 minutes |
|  | Review of Open Items (Proposal progress) | Thomas | 5 minutes |
|  | Rate issues and/or concerns | Thomas | 15 minutes |
|  | Discussion of any important topics brought to attention | Thomas | 15 minutes |
|  | Discussion of any indirectly relevant (“parked”) items | Thomas | 5 minutes |
|  | List of actions items from meeting | Thomas | 2 minutes |

**Open Action Items/Action Items from the Previous Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  |  |  |  |

**Discussion and Decisions**

|  |  |
| --- | --- |
| **#** | **Discussion and Decisions** |
|  | **Presentation Update**   1. Add an introduction of the Team members 2. Combine Executive Summary and Rationale as One slide 3. We do not need to have Team Contract, Table for Labor Breakdown 4. Separate the Risk and Issues Registers 5. Add diagram of Quality Assurance Plan in the presentation 6. Also Upskilling table   **Ideal Layout**:   1. Introduction – Team members + roles 2. Executive Summary – Rationale 3. Project Scope    1. Functional Requirements + Non-Functional Requirement 4. Technical Infrastructure + Feasibility + Upskilling 5. Estimated Cost Breakdown 6. Project Management Methodology 7. Risks Register 8. Issues Registers 9. Quality Assurance Plan 10. Team Schedule 11. Work Breakdown Structure 12. Gantt Chart (Phase 1) 13. Conclusion 14. Questions 15. Reference |
|  | **Proposal Document – Edit**   1. Change the name of Change Log into Version Control 2. Make sure we have all the versions written down 3. **The title page, table of content, version controls, will not be counted in the 10 pages.** 4. Chucked out the Meeting Minutes and Agendas from the Appendix 5. We do not need: Critical Path Analysis 6. Documents we will need:    1. Requirement Analysis Matrix    2. Quality Assurance Plan    3. Change management Plan    4. Communication Stakeholder Register 7. Make sure that the schedule matches with the WBS and Gantt chart 8. Combine the section for **Technical Infrastructure and Skills Analysis, Upskilling plan.** 9. Upskilling plan should be in a table format. 10. Add the network diagram into Technical Infrastructure and can explain further in Appendix If required. Upskilling and network diagram inside scope 11. Network diagram more detail such as IP 12. Ensure that the Estimated Cost breakdown, shows the entire cost of each component 13. Costs: show breakdown except labour (scrap labour, leave in appendices, take other breakdown out of appendices) 14. The Quality Assurance Plan should come after the Issue Registers before Project Plans 15. May need to add a document that compares IPerf and D-ITG and reason behind the one we chose. 16. In the scope statement change R1: to R1. 17. Must have UpSkilling Plan as a table in the proposal document   Milestones   * Client review/ Approval of data on each Linux OS (Ubuntu/ Fedora/ Kali) * Will have to redo this… |
|  | **General Discussions**   1. Look more into iPerf and D-ITG 2. iPerf doesn’t seem to support scripting, and The Team from last year used D-ITG 3. Need to choose one Only |
|  | **Project Methodology Discussion:**  We just need to choose 1 and be firm with it. (STLC or Scrum)  For Scrum, break down user stories into sprints.  Also have user stories into backlog, and ensure that your specific which phases you start for the SCRUM |
|  |  |
|  |  |

**Summary of Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  |  |  |  |

**Next Client/ Mentor Meeting**

|  |  |  |
| --- | --- | --- |
| **Date: 10/04/2025 Thursday** | | **Time: 1:00 AM at WZ1101** |
| *Discussion points for the next meeting:* | | |
|  |  | |
|  |  | |
|  |  | |
| *Action Items to be discussed in the next meeting:* | | |
|  |  | |