**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Discussion on hardware and equipment for the project** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ323 + WZ701** | **Date: 04/03/2025** | **Time:** 2:00 – 2:40 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Robinson | Project Leader |
| Win Phyo | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Kylie | Project Member |
| Ramon Lewis | IT Support |
| **Absent** | |
| *Names* | *Representing* |
| Charmi Patel | Project Member |
| Nathan Quai Hoi | Project Member |

**MINUTES DETAILS**

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| Minutes prepared by: Win Phyo | Minutes circulation to: Project Team |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Roll call of attendees | Thomas | 2 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**

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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** |
|  | Team is given 2 computers in WZ701  **Desk 51 and 52**  The hardware will require installing a user by Ramon, so it will take a while.  In total, we will have 4 computers setup in WZ701.  We will be required to download the Linux OS ourselves, since IT support does not currently have the latest OS. |

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