**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Kick-off meeting with Team** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: Discord Call** | **Date: 18/03/2025** | **Time:** 7:00 – 8:30pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Nathan Quai Hoi | Project Member |
| Win Phyo | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Charmi Patel | Project Member |
| Thomas Robinson | Project Leader |
|  |  |
| **Absent** | |
| *Names* | *Representing* |
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**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** |
|  | Team Roles | Thomas | 5 minutes |
|  | Team Meeting Scheduling | Thomas | 5 minutes |
|  | Questions for Client Meeting – Brainstorm | Thomas | 30 minutes |
|  | Team Charter/ Contract | Thomas | 5 minutes |
|  | Team Portfolio Structure (Folders layout) | Thomas | 5 minutes |
|  | Project Task Allocation | Thomas | 20 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** |
|  | All team members agreed to have Thomas as Team leader for the project.  The rest of the team members will decide on each role after figuring out the nature of the project. |
|  | Zafar is trying to figure out the time allocation of each member for the project of (15 hours per week) |
|  | All team members acknowledged Raymond as our client for both semesters (basically throughout the whole project).  Plans to discuss contracts with Daniel (Mentor) and Raymond (Client). |
|  | Figure out:  What is it they want from the project.  Specific applications e.g. Web server, replace existing Uni server.  What hardware are we using? All three OS on same hardware or different?  Same SSD? Different PCIe generation? Different Brand?  Would the equipment be provided?  Running experiments on equipment at home?  Control variables?? Different computers have different hardware… network cards…  IPv6   * Not widely supported mostly yet, but worth testing. |
|  | Need to pick a third OS  Thomas (Fedora and Ubuntu are not the best choice) in favor of substituting others. (Not stable distros).   * Fedora – unstable red hat * Ubuntu- unstable Debian   Ask the client why or what reason is there for the two chosen OS distro. |
|  | Thomas recommends: Debian, Rocky, and FreeBSD (not technically Linux but often used for this kind of application) as they are more stable and intended for long-term/server use. |
|  | Discussion on each team members’ experience with Linux Operating System:   * Zafar – requires some upskilling (have experience with x86 from Operating System course and played around with penetrating tools in Kali.   + Questions pop up during meetings * Larissa – Beginner Linux (Hack the box, Try hack me) * Nathan – Kali, Ubuntu, configure Unifi Ubuntu machine, need to upskill   + Best to leave the third choice of OS until we know the reason behind the two chosen distros   + How does the client want updates: emails/meeting/etc. How often? * Charmi – Doing operating systems course this semester   + Agreed with what Nathan said. * Win Phyo – OS, installation of Linux Operating System. * Thomas – Experienced with Linux, uses Arch. |
|  | Possible meeting time looking at all our schedules:  Wednesday and Thursday  Have not confirmed a fixed weekly meeting schedule for the team yet.  Decided to have personal meetings when necessary. |
|  | Linux from scratch – good learning tool (for evidence of upskilling) Recommendation from Team leader. |
|  | Look into Automating such as **bash scripting**. Not all the procedures or steps.  For loops in bash (easy)  Since we need to have at least 10 tests. |
|  | Everyone should familiarize themselves with Project Brief before Thursday  Try to look at IPERF (for network performance testing)  TCP and UDP  All the networking basics and relevant information for the project |
|  | Using Git for version controls on document |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Team Portfolio Structure (Folders layout) | Thomas | 19/03/2025 |
|  | Upskilling Recommendation List V1 | Thomas | 20/03/2025 |
|  | Team Contract V1 | Win | 20/03/2025 |
|  | Stakeholder management Strategy V1 | Nathan | 20/03/2025 |
|  | Stakeholder Register V1 | Nathan | 20/03/2025 |
|  | Communication Plan V1 | Charmi | 20/03/2025 |
|  | Gantt Chart V1 | Nathan | 20/03/2025 |
|  | Milestones report V1 | Larissa | 20/03/2025 |
|  | Work Breakdown structure V1 | Win | 20/03/2025 |
|  | Issue Log V1 | Larissa | 23/03/2025 |
|  | Risk Register v1 | Larissa | 23/03/2025 |
|  | Meeting Agenda for Client meeting 20/03/2025 | Zafar | 19/03/2025 |

**Next Meeting**

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| **Date: 20/03/2024** | | **Time: After Client Meeting (11 AM)** |
| *Discussion points for the next meeting:* | | |
|  | Debrief after Client meeting | |
|  | Review of Project Proposal | |
|  | Project methodology and Approach? | |
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| *Action Items to be discussed in the next meeting:* | | |
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