**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Team meeting to recap client meeting and project task allocation** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ701** | **Date: 20/03/2025** | **Time:** 11 am– 12 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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

**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** |
|  | Debrief on information from client meeting | Thomas | 30 minutes |
|  | Project proposal allocation | Thomas | 10 minutes |
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**Open Action Items/Action Items from the Previous Meeting**

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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** |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Project Methodology – Agile + SDLC?  Create a Table of three different methodology/approach with advantages and challenges…  Choose the ideal methodology for our project and identify the phases. |
|  | Project Proposal as our First milestone, which we plan to have all tasks completed by 31st of March. This is a measure we place to ensure we have enough time to review, edit, and compile all documents. |
|  | The team decided to allocate each task to at least two team members, to ensure all team members’ participation in the project.  Allocated Tasks to ensure the team meets the first milestone due on 4th of April for our project proposal. |
|  | The team plans to work on the presentation PowerPoint slide once the proposal has been completed. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
| **Project Proposal** | | | |
|  | Rationale | Thomas, Win Phyo | 31/03/2025 |
|  | Objectives/ Scope | Thomas, Win Phyo | 31/03/2025 |
|  | Skills Analysis | Charmi, Thomas | 31/03/2025 |
|  | Team Schedule | Kylie, Win Phyo | 31/03/2025 |
|  | Project Management / Methodology | Zafar and Thomas | 31/03/2025 |
|  | Risk Registers | Larissa, Zafar | 31/03/2025 |
|  | Issue Registers | Larissa, Zafar | 31/03/2025 |
|  | Work Breakdown Structure | Win Phyo, Thomas/Zafar | 31/03/2025 |
|  | Project Estimated Cost | Larissa, Charmi | 31/03/2025 |
|  | Project Feasibility | Larissa, Kylie | 31/03/2025 |
|  | Gantt Chart | Nathan, Win Phyo | 31/03/2025 |
|  | Terms of Reference | Charmi, Kylie | 31/03/2025 |

**Next Meeting**

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| **Date: 27/03/2024** | | **Time: Before Client Meeting (12 PM)** |
| *Discussion points for the next meeting:* | | |
|  | Project Proposal – Progress updates | |
|  | Discussion on Assignment, questions | |
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| *Action Items to be discussed in the next meeting:* | | |
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