**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Discussion on proposal documents, feedback from mentor, upcoming presentation** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: Discord Call** | **Date: 31/03/2025** | **Time:** 4:00 – 5:30 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 |
| Kylie | Project Member |
| **Absent** | |
| *Names* | *Representing* |
| Charmi Patel | 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** | | |
| **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 |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | **Presentation**  PowerPoint slideshow  Consideration for allocating Charmi and Kylie for creating the PowerPoint slideshow.  Practise as a team once before mock-up on Thursday |
|  | Finalized Project Methodology:  **Hybrid waterfall-scrum approach**  First two phases – Waterfall  Scrum for the two phases with 3 sprints. Each sprint will be for each Linux OS.  Concerns on if STLC is our project methodology itself or rather just a framework.  Since client explicitly pointed out SDLC in the beginning of the projects. |
|  | **Project Proposal Document**   * Ensure all members change the version of the proposal document, as well as comment on the changes in version table. * Need Milestone Report in the Appendix * Create a Team Schedule for the proposal document   **Terms of Reference:** Need to be edited to be one paragraph, with the headers removed.  **Important Note:** Prioritize on using “Evaluation” instead of “Testing”  **All Meeting Minutes** and **Agendas** attached into appendix, most likely under the Team Schedule.  **Labour Breakdown Table** to go into Appendix. Just have summary in the proposal document.  One short paragraph. Better readability for the readers.  **Submission of Proposal Document** on Friday, after final review from the whole team and improvement of feedback from the supervisor on Thursday. Team Leader will submit the Proposal document on behalf of the team.  **APA 7th References** need to be in Alphabetical orders. |
|  | **Portfolio**   * 4 Gantt Chart files (Best if it is only one file) * May need Organizing |
|  | Client contract and Project Charter needs to be Signed off. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Presentation PowerPoint | Charmi, Kylie | 02/04/2025 |
|  | Terms of Reference | Thomas | 02/04/2025 |
|  | Clarification on some Documents | Thomas | 31/03/2025 |
|  | Milestone Report | Larissa | 02/04/2025 |
|  | Meeting Minutes | Win Phyo | 02/04/2025 |
|  | Rationale | Nathan | 02/04/2025 |
|  | Project Methodology | Zafar | 02/04/2025 |
|  | Labour Breakdown | Larissa | 02/04/2025 |
|  | WBS | Win, Thomas | 02/04/2025 |
|  | Completion of Proposal | All Members | 04/04/2025 |
|  | **Proposal Document Submission** | Thomas | 04/04/2025 |

**Next Meeting**

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| **Date: 03/04/2025** | | **Time: Before Client Meeting (12 PM)** |
| *Discussion points for the next meeting:* | | |
|  | Mock-Presentation | |
|  | Review of Proposal Document | |
|  | Start of Analysis Phase | |
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| *Action Items to be discussed in the next meeting:* | | |
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