**Mentor / Client Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Final graphs combined and mock presentation** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ1101** | **Date: 02/10/2025** | **Time:** 1:30 PM |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Larrisa** |

**Meeting Attendees**

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

**MINUTES DETAILS**

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| Minutes prepared by: Charmi | Minutes circulation to: All Team members |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Roll call of attendees | Thomas | 2 minutes | |
|  | Discuss project status and next steps | 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** |
|  | - Looking at the generic view of the Data Analysis  - Ubuntu is better (Statistically? or interms of just in general)  - Out of Scope Section is necessary to ensure all the readers are aware of the project scope  - Mockup Poster Draft:  - Project Methodology Diagram:  - Throughput and Delay (2 Graphs maximum on the poster)  - Ready to show all the work we have done (Other graphs, excel, scripts)  - Know basic characteristics of the Networking protocols (TCP, UDP) for explanation on why the graph is like this or that.  - Doesn't need to explain the details behind the reasoning or what's causing the data result  - Be aware of what we are doing to answer any questions regarding the project  Methodology:  - Tasks and Documents  - Outside of that is out of scope... (not supported in the project)    - Latest Raw Data and Excel Sheets included in the portfolio |
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**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Individual reflective report | All Team Members |  |
| 2. | Graphing Responsibilities | Win Phyo, Nathan, Larissa |  |
| 3. |  |  |  |
| 4. |  |  |  |

**Next Client/ Mentor Meeting**

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| **Date: Oct 16** | | **Time: 1:30 PM** |
| *Discussion points for the next meeting:* | | |
|  | Mock Presentation | |
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| *Action Items to be discussed in the next meeting:* | | |
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