**Team Meeting**

|  |  |  |
| --- | --- | --- |
| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Discuss first set of IPv4 test results with mentor and client** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ1101** | **Date: 04/09/25** | **Time:** 1:00pm – 2 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Charmi Patel** |

**Meeting Attendees**

|  |  |
| --- | --- |
| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Robinson | Project Leader |
| Nathan Quai Hoi | Project Member |
| Zafar Azad | Project Member |
| Charmi Patel | Project Member |
| Daniel Vaipulu | Project Mentor |
| Raymond Lutui | Client |
| **Absent** | |
| *Names* | *Representing* |
| Win Phyo | Project Member |
| Larissa Goh | Project Member |

**MINUTES DETAILS**

|  |  |
| --- | --- |
| Minutes prepared by: Charmi Patel | Minutes circulation to: All team members |

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Roll call of attendees | Thomas | 2 minutes |
|  | Discuss Kali Runs | Zaf | 10 minutes |
|  | Discuss Poster requirements | Thomas | 10 Minutes |
|  | Discuss mid-project progress report requirements | Thomas | 10 Minutes |

**Open Action Items/Action Items from the Previous Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  |  |  |  |

**Discussion and Decisions**

|  |  |
| --- | --- |
| **#** | **Discussion and Decisions** |
|  | Data & Graphs  Condense several graphs into a single summary graph that highlights the variations.  Choose one set of runs to display, ideally the most recent, from ten. |
|  | Poster   * Provide a methodology diagram and an explanation on the poster. Allow more room on poster for graphs, less text preferable. * Review the marking criteria. * Highlight challenges: significant technical and non-technical problems that arose during the project. * Include lessons learned as a group. * Include a QR code that links to supporting documents. * Allocate sections to all team members to complete. |
|  | Portfolio   * Website is optional * Ensure all documentation is linked and easily accessible. * Review portfolio criteria for all documentation required. |
|  |  |
|  |  |
|  |
|  |  |
|  |  |

**Summary of Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Condense graphs and pick latest run. | Nathan |  |
|  | Allocate sections of poster and complete. | All Team Members | 15/10/25 |
|  | Organize Portfolio documentation and start website conversion. | Thomas, Charmi | 15/10/25 |
|  | Poster design | Kylie, Larrisa | 15/10/25 |
|  |  |  |  |

**Next Meeting**

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