**Mentor / Client Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Meeting with Mentor/ Client for Project Progress Update** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ902** | **Date: 14/08/2025** | **Time:** |
| **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 |
| Daniel Vaipulu | Team Member |
| Raymond Lutui | Client |
| **Absent** | |
| *Names* | *Representing* |
|  |  |

**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** |
|  | Graphing:  Verified A2 Poster Graphs: There will be five graphs.  Fedora data and graphs are good, displaying patterns that are comparable to Ubuntu's.  Act: Keep graphing Fedora and Ubuntu statistics. |
|  | Data Validation:  Checking the Confidence Interval is necessary.  It can be necessary to double-check the accuracy of Ubuntu data.  The size of the graph should be sufficient to display all of the data. |
|  | Kali OS Installation:  Planned for next week.  Assigned: Charmi and Kylie. |
|  | Evaluation Runs:  As per client request, five evaluation runs will be carried out to ensure reliable performance data.  Assigned to: Charmi, Kylie, Nathan, Zaf, and Larissa  Graphing Responsibilities:  The graphs will be made and checked to ensure accuracy, clarity, and proper formatting for the A2 poster  Assigned to: Win Phyo, Nathan, Larissa. |

**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. | Documentation & Poster | Thomas, Win Phyo, Zaf |  | |
| 4. | Kali installation | Charmi, Kylie |  | |

**Next Client/ Mentor Meeting**

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| **Date: TBA** | | **Time: TBA** |
| *Discussion points for the next meeting:* | | |
|  | Update on Kali testing | |
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| *Action Items to be discussed in the next meeting:* | | |
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