**Mentor / Client Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Meeting with mentor / client to figure out what the project requires** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ1101** | **Date: 20/03/2025** | **Time:** 10am – 11 am |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**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* |
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**MINUTES DETAILS**

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| Minutes prepared by: Nathan Quai Hoi | Minutes circulation to: All Team members |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Introduction to attendees/ stakeholders | Thomas | 5 minutes |
|  | Review of Project Background | Thomas | 10 minutes |
|  | Review of Project-related documents (Business case, Project Charter) | Thomas | 5 minutes |
|  | Discussion of project organizational structure and communication channel | Thomas | 5 minutes |
|  | Discussion of project scope, time, cost, and goals/ objective | Thomas | 10 minutes |
|  | Discussion of other important topics brought to attention | Thomas | 5 minutes |
|  | List of action items from meeting | Thomas | 5 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** |
|  | ***Team member update:*** New Team member – Kylie Afable |
|  | ***Project Overview – Set up***  Physical environment  We will be provided with 4 computers  2 computers will have 2 network cards and will need to be configured as 2 routers.  There will be three networks  Network 1 – Sender to R1  Network 2 – R1 to R2  Network 3 – R2 to Receiver  We were told to use Operating Systems similar to other groups which are:   * Fedora, Ubuntu, Kali Linux   Testing on IPv4 first on TCP and then UDP IPv4 Testing members:   * Win Phyo, Zafar, Thomas   IPv6 Testing members:   * Larissa, Kylie, Nathan, Charmi   **Project First Execution Direction**  We will need to have a log file to submit as well as the testing results/ findings in excel file  After testing IPv4, we will need to notify Mentor to meet with the client.  If the client is satisfied with the results 🡪 we will continue onwards with IPv6 and carry out the results for another OS  **Note**: We would need to take account for the specification of each hardware and equipment.  The speed of the routers does matter in the performance testing.  **Note**: We need to use the equipment given to carry out all the testing. They cannot be taken home.  **Note**: Must use the tools specified for the network testing. |
|  | ***Project Proposal, Methodology, Documents*** Mentor told us that we need to have project methodology set first  Have a table of three project methodology and make a comparison between advantages and challenges of each.  Write down the justification or reasoning behind the chosen methodology/approach.  We may need to research SDLC (Software Development Life Cycle)  A method/ approach where we need to go back to the previous phase to review/ retest.  MUST know the reason for choosing the approach.  Note: Our Project does not require Business case. |
|  | ***Team meeting schedules***:  We will have a weekly mentor/client meeting before the submission of the Project Proposal.  After the Submission of Project Proposal, we will have a meeting with the mentor/ client every fortnight. |
|  | ***Project Costs*** For estimate of project cost, we would need to account for all the costs on equipment, labors, and any expense incurred related to the project. They must be realistic too  We need to have references on the costs with reliable sources. |
|  | We were told to add Mentor and Client into Teams Group. The mentor will add the AUT IT tech guy, for us to communicate and find out more information on the specification of the hardware, and when we could use the equipment for testing. |
|  | Reminder of the project proposal due date on 4th of April 23:59.  Presentation the following week after the submission of the Project Proposal.  The project Proposal should only be 10 pages, and any other documents should be attached in the Appendix. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
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**For Summary of Action Items, please refer to the Team Meetings.**

**Next Client/ Mentor Meeting**

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| **Date: 27/03/2025 Thursday** | | **Time: 10:00 AM** |
| *Discussion points for the next meeting:* | | |
|  | Project methodology | |
|  | Project Proposal Update | |
|  | Any questions regarding the project. Challenges? | |
| *Action Items to be discussed in the next meeting:* | | |
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