**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 Update and review of Proposal** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: WZ1101** | **Date: 27/03/2025** | **Time:** 1 pm – 2:00 pm |
| **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 Supervisor |
|  |  |
| **Absent** | |
| *Names* | *Representing* |
| Raymond Lutui | Client |

**MINUTES DETAILS**

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| Minutes prepared by: Win Phyo | Minutes circulation to: All Team members |

**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** |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | **Proposal Document**   * Team needed to have version control table after the title page * Followed by Table of Contents * All sections need to be edited and formatted to have short paragraphs   **Terms of Reference**   * Start with the problem, followed by project purpose and opportunity. * The section for purpose should explain why the need for this project.   **Objectives and Scope**   * Copy and Paste from the project Brief, for the objectives. * structure it R1, R2 no bullet points * high level function requirements and non-functional requirements * deliverables: define where we will ldo the comparisons/clearly state eg. on excel * for more info on scope refer to appendix * list of things out of scope   **Skill analysis**   * Create a Skills Analysis matrix / table form * matrix = appendix / summarize and refer to appendix * plan for upskilling = key things to tackle |
|  | The team needs to prepare the Client Contract and send it to Client for signature. |
|  | ***Project Management Methodology***  Must identify the roles based on the chosen methodology.  All team members must be well-versed in the methodology, since moderators may ask any of the members for the reasons.  **Team Schedule**  Better to have the team schedule as a table format.  The team needs to have a comparison between IPERF and DITG.  **Cost Breakdown**  Ensure that the team have a table for the section to have the summary of total cost in Proposal. The rest should be in the Appendixes, and make sure to have references of the sources for the prices. |
|  | Daniel suggested the team complete the first draft proposal by Sunday, for a thorough review and to provide feedback. |
|  | Daniel said he will book the meeting for Thursday 3rd of April 2025, at 1 PM for our meeting, to go through proposal document as well as have our mock presentation. |
|  | The team should also message the IT senior Technician for the required hardware and equipment for the evaluation performance testing. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
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**Next Client/ Mentor Meeting**

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| **Date: 03/04/2025 Thursday** | | **Time: 1:00 PM at WZ1101** |
| *Discussion points for the next meeting:* | | |
|  | Proposal Document – Final Review | |
|  | Mock Presentation | |
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| *Action Items to be discussed in the next meeting:* | | |
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