**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Project Status report review and feedback with mentor** | |
| **Meeting called by:** | Daniel Vaipulu | |
| **Location: WZ1101** | **Date: 29/05/25** | **Time:** 12:00pm – 12:30pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Win Phyo** |

**Meeting Attendees**

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

**MINUTES DETAILS**

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| Minutes prepared by: Larissa Goh (via recording) | Minutes circulation to: All team members |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Mid-term status report feedback | Win Phyo | 10 minutes |
|  | Raise issues/concerns | Win Phyo | 10 minutes |
|  | Discuss IPv4 results | Win Phyo | 10 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** |
|  | Mid-term status report feedback:   * Daniel advised that the milestone section should reflect only the current phase, completed tasks, and upcoming tasks, not listing all phases. A simplified table format should show what was completed and what is still in progress. * The Gantt chart should be moved earlier in the proposal. Rather than including the full schedule, the team should screenshot current progress and reference upcoming sections using labels to point to the table such as Section 2.1 etc. * Proposal length (7 pages) is acceptable, but the appendix must be removed entirely. * A new column titled “Skills Adopted” will be added to show newly used resources like YouTube and textbooks. The "Time Spent" column will be removed. * A table will confirm that the client-mentor meeting schedule has not changed. * 6 presentation slides, mostly visuals and tables – less text. |
|  | Ipv4 Results   * Clearer picture of progress be included in the report. Eng IPv4 testing completed,” with future testing plans (like IPv6) indicated alongside milestones. * The test objective should be clearly defined and linked to the test case document. * A meeting with Raymond was suggested to follow up on project progress and feedback next week. * Jitter results should not be linear. * 6 presentation slides, mostly visuals and tables – less text. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Update milestones section to show current, completed, and remaining phases with planned completion dates.  Move Gantt chart earlier in the document; replace full chart with a progress summary table.  Add a table summarising OS testing progress (e.g., IPv4 completed, IPv6 upcoming). | Win, Nathan, Thomas, Zaf | 09/06/25 |
|  | Add risk and issues section into report. | Larissa | 09/05/25 |
|  | Revise skills table to include a “Skills Adopted” column and remove “Time Spent.”  Insert a table to confirm client-mentor meeting schedule is unchanged.  Prepare at least six presentation slides with visuals and tables. | Charmi, Kylie | 09/05/25 |
|  | Plan ongoing communication with mentor and client over the holiday break if needed.  Schedule a meeting with Raymond for next week to discuss progress. | Thomas | 02/06/25 |

**Next Meeting**

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| **Date: 05/06/25** | | **Time: 1:00pm** |
| *Discussion points for the next meeting:* | | |
|  | IPv4 Results | |
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| *Action Items to be discussed in the next meeting:* | | |
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