**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: 31/07/2025** | **Time:** 1:30 pm – 2:00 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Larissa** |

**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: Larissa & 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** |
|  |  |  |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
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|  | **Individual reflective report:**   * Start immediately, work through its section by section * Content should be based on work logbooks * Understandable if worklog doesn't reach 300 hours |
|  | **Poster:**   * Discussion to begin in Week 8 * Format A2 * Mock presentation scheduled for week 10 * Final poster presentation in week 13 * Introduction, only text requirement * Use more images/visuals, ensure it's easy to understand |
|  | **Client Feedback:**   * Use template * Use less words more images |
|  | **Portfolio:**   * Remove Unnecessary documents * Ensure portfolio follows the structured folders |

**Summary of Action Items**

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| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Individual reflective report | All Team Members |  | |
| 2. |  |  |  | |
| 3. |  |  |  | |

**Next Client/ Mentor Meeting**

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