**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Team Meeting Debrief and meeting up with Ramon** | |
| **Meeting called by:** | Win Phyo | |
| **Location: Online Discord** | **Date: 03/04/2025** | **Time:** 2 pm – 3:00pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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

**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 Robinson | 2 minutes |
|  | Team Meeting Debrief | Thomas Robinson | 5 minutes |
|  | Rate issues and/or concerns | Thomas | 15 minutes |
|  | Discussion of any important topics brought to attention | Thomas | 15 minutes |
|  | Remaining Tasks Overview | Thomas Robinson | 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** |
|  | Team leader contact IT senior Technician for status on Hardware needed |
|  | Met with Ramon to talk about the Project and help giving important information for our hardware.  Ramon showed us which workstations were assigned to our Team. Told us the dos and donts of the WZ701 Lab.  Ramon needed someone to come next day, for help with carrying the Hardware to WZ701 |
|  | Set to complete and finalize the Proposal document before midnight of April 6 for submission. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Hardware Setup | Win Phyo | 04/04/2025 |
|  | Edit Layout of the Proposal Doc | All Team members | 06/04/2025 |
|  | Requirement Analysis Matrix (RTM) | Thomas | 06/04/2025 |
|  | Quality Assurance Plan | Larissa, Kylie, Charmi | 06/04/2025 |
|  | Change Management Plan | Zaf, Charmi | 06/04/2025 |
|  | Communication Stakeholder Register | Kylie, Win, Thomas | 06/04/2025 |
|  | WBS and Gantt Chart | Nathan, Win, Zaf | 06/04/2025 |
|  | Network diagram more detail (Ip address) | Nathan | 06/04/2025 |
|  | Estimated Cost Breakdown Structure | Larissa, Charmi | 06/04/2025 |
|  | Fixing Scope Statement (R1: to R1.) | Kylie | 06/04/2025 |
|  | Project Methodology | Zaf, Thomas | 06/04/2025 |
|  | Project Submission | Thomas | 06/04/2025 |
|  | Completing Presentation Slides | All Team Members | 10/04/2025 |

**Next Meeting**

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| **Date: 07/04/2025** | | **Time: 7 PM** |
| *Discussion points for the next meeting:* | | |
|  | Mock Presentation | |
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| *Action Items to be discussed in the next meeting:* | | |
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