**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Meeting with Ramon for Hardware Setup** | |
| **Meeting called by:** | Win Phyo | |
| **Location: Online Discord** | **Date: 04/04/2025** | **Time:** 1 pm – 4:00pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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

**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** |
|  | Hardware Setup | Win Phyo | 04/04/2025 |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Ramon gave the following hardware:   * 1 Monitor * A set of Keyboard and Mouse * 2 HP z420 for router setup * 4 x crossover cables * Power adapters and plugs |
|  | Win Phyo set up the Hardware and ensure everything was connected.  There were no errors or problems detected during the environment setup.  However, it took longer than expected. |

**Summary of Action Items**

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

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