**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Proposal Presentation Preparation/ Rehearsal** | |
| **Meeting called by:** | Win Phyo | |
| **Location: Online Discord** | **Date: 07/04/2025** | **Time:** 7:00pm – 8:30pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Hugh Robinson | Project Leader |
| Nathan Quai Hoi | Project Member |
| Win Phyo | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Charmi Patel | Project Member |
| Kylie Afable | Project Member |
| **Absent** | |
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**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 |
|  | Proposal Presentation Progress | Thomas Robinson | 5 minutes |
|  | Proposal Presentation Rehearsal | Thomas Robinson | 45 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** |
|  | Decision on completing the presentation slides in our own time |
|  | Rehearsed Twice, with timing and concluded that we need to revise our scripts since it is very tight with the time duration limit of 10 minutes. |
|  | Decided that we should do one more run before the presentation to make sure everyone is ready and prepared. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Complete Proposal Presentation Slides | All Members | 10/04/25 |
|  | Book Room in WA Library | Larissa | 08/04/25 |

**Next Meeting**

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| **Date: 10/04/2025** | | **Time: 9:30 am** |
| *Discussion points for the next meeting:* | | |
|  | In-person Proposal Presentation Rehearsal | |
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| *Action Items to be discussed in the next meeting:* | | |
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