**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Ubuntu Test Execution** | |
| **Meeting called by:** | Thomas | |
| **Location:**  **WZ701** | **Date: 08/05/2025** | **Time:** 2:00pm – 4pm |
| **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 |
|  | Team Tasks allocation | Thomas Robinson | 15 minutes |
|  | Working on Tasks | Thomas Robinson | 1 hour |
|  | Remaining Tasks Overview | Thomas Robinson | 30 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** |
|  | IPv4 Team – Configuration of the computers   * Initial setup using NTP server * There were errors, and the NTP server wasn’t working * Look for alternative (Chromy server)   Planned: Evaluating IPv4 on TCP and UDP using scripts  Decided to troubleshoot the issues and redo the evaluation |
|  | IPv6 Team – Analyzing mock data   * Graphing mock data Thomas logged using his home setup |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Chrony Server | Win Phyo | 15/05/2025 |
|  | Analyzing mock data | IPv6 Team | 15/05/2025 |
|  | IPv4 TCP run | Thomas | 15/05/2025 |
|  | IPv4 UDP run | Kylie | 15/05/2025 |
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**Next Meeting**

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| **Date: 15/05/2025** | | **Time: 12 PM** |
| *Discussion points for the next meeting:* | | |
|  | IPv4 Test Execution | |
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| *Action Items to be discussed in the next meeting:* | | |
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