**Mentor / Client Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Team Meeting** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: Online (Discord)** | **Date: 15/04/2025** | **Time:** 2:00pm – 4:00 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**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 |
| **Absent** | |
| *Names* | *Representing* |
|  |  |

**MINUTES DETAILS**

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| --- | --- |
| Minutes prepared by: Larissa | Minutes circulation to: All Team members |

**Agenda**

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| **#** | **Agenda Item Description** | **Owner** | **Time Allotted** |
|  | Roll call of attendees | Thomas | 2 minutes |
|  | Rate issues and/or concerns | Thomas | 15 minutes |
|  | Discussion of any important topics brought to attention | Thomas | 30 minutes |
|  | Discuss upskilling plan and schedule | Thomas | 45 minutes |
| 5. | Discuss D-ITG and how to get started | Thomas | 10 minutes |
| 6. | List of actions items from meeting | Thomas | 5 minutes |

**Open Action Items/Action Items from the Previous Meeting**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | N/A - Was our proposal presentation |  |  |

**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Reviewed Upskilling Schedule   * Discussed the two-week upskilling plan and confirmed the current stage of the project. * Took turns discussing individual plans and focus areas for the next week. * Week 1 (current) focusing on Linux fundamentals and environment setup * Week 2 Linux routing and network testing |
|  | Progress check-in scheduled for our next weekly team meeting (22/04) |
|  | Due to the skill discrepancy between members, Thomas kindly offered to provide informal support on Discord as needed. |
|  | Since we are now only using D-ITG for evaluation, discussed familiarising ourselves with the tool through YouTube videos and the manual online. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Complete week 1 upskilling tasks. | All members | 22/04 |

**Next Client/ Mentor Meeting**

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| --- | --- | --- |
| **Date: 22/04/25** | | **Time: 6:00pm** |
| *Discussion points for the next meeting:* | | |
|  | Upskilling progress check-in and next goals. | |
|  |  | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Week 1 upskilling tasks | |