**Team Meeting**

|  |  |  |
| --- | --- | --- |
| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Ubuntu Test Execution** | |
| **Meeting called by:** | Thomas | |
| **Location:**  **WZ701** | **Date: 15/05/2025** | **Time:** 12:00pm –2pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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

**MINUTES DETAILS**

|  |  |
| --- | --- |
| Minutes prepared by: Win Phyo | Minutes circulation to: All team members |

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **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 |
|  |  |  |  |

**Discussion and Decisions**

|  |  |
| --- | --- |
| **#** | **Discussion and Decisions** |
|  | IPv4 Team – Running Ubuntu Evaluation  Returning Ubuntu Evaluation and Logging them  Transferring the logs to our personal laptops for IPv6 Team to graph |
|  |  |

**Summary of Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | - |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Next Meeting**

|  |  |  |
| --- | --- | --- |
| **Date: 22/05/2025** | | **Time: TBA** |
| *Discussion points for the next meeting:* | | |
|  | Discussion with Client on the Data and Scripts used | |
|  |  | |
|  |  | |
| *Action Items to be discussed in the next meeting:* | | |
|  |  | |
|  |  | |
|  |  | |