**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Debrief after Mid Semester Review and Discussion for Fedora OS** | |
| **Meeting called by:** | Thomas | |
| **Location: WZ701** | **Date: 18/06/2025** | **Time:** 3:30 – 4:30 |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Hugh Robinson | Project Leader |
| Win Phyo | Project Member |
| Kylie Afable | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Charmi Patel | Project Member |
| Nathan | 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 Meeting Debrief | Thomas Robinson | 10 minutes |
|  | Rate issues and/or concerns | Thomas | 10 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** |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | Discussion on finding the theoretical reasons behind the results of evaluation   * How is TCP and UDP affecting the network performance or Differences between the protocol * What is going on behind the scenes when running the evaluations? * Documenting the differences between the IPv4 and IPv6 * How are the evaluation runs resulting in what we have in terms of the performance metrics   + Average Delay, Jitter, Throughput and Packet loss * How is the hardware affecting the results? * What role does the Operating system play in terms of the evaluation results and what is impacting the network performance?   We decided to do more research in terms of understanding the project in depth of the project to know the expectation of the network performance in certain test cases. |
|  | Discussion on ensuring that the team documents every detail of the project from the Hardware used as well as the explanation behind the results. |
|  | Discussion on splitting the roles for each task on Test environment setup and Test Execution phases.  Zafar and Larissa volunteered for the installation of Test environment setup for Fedora.  Kylie, Charmi and Nathan will be working on the installation for Kali on the two routers. |
|  | Discussion on ensuring keeping up to date with all the documents and QA plan |
|  | Reorganization of the Team Portfolio |
|  | Motivation for team members and to have a good break during the holiday.  To be more active online on Discord Channel and have open communication with the team. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Research on Performance Metrics and IPv4/6 | Charmi, Kylie, Larissa, Zafar | 06/07/2025 |
|  | Test Planning Documentation – Fedora | Thomas, Win, Nathan | 06/07/2025 |
|  | Defining Test Cases – Fedora | Thomas, Win, Nathan | 06/07/2025 |
|  | Developing Test Scripts/ Configurations | Thomas, Win, Nathan | 06/07/2025 |
|  | Installation of Fedora | Larissa, Zafar | 06/07/2025 |
|  | Validating Environment Setup | Win Phyo | 06/07/2025 |

**Next Meeting**

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| **Date: 22/05/2025** | | **Time: 11AM** |
| *Discussion points for the next meeting:* | | |
|  | Discussion with Client on the Data and Scripts used | |
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| *Action Items to be discussed in the next meeting:* | | |
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