**Team Meeting**

|  |  |  |
| --- | --- | --- |
| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Team Meeting** | |
| **Meeting called by:** | Thomas Robinson | |
| **Location: Online (Discord)** | **Date: 22/04/2025** | **Time:** 6:00– 8:30 pm |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Thomas** |

**Meeting Attendees**

|  |  |
| --- | --- |
| **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**

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

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **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 previous week’s upskilling progress | Thomas | 30 minutes |
| 5. | Discuss week 2 upskilling goals | Thomas | 10 minutes |
| 6. | List of actions items from meeting | Thomas | 5 minutes |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Week 1 upskilling tasks | All members | 22/04/25 |

**Discussion and Decisions**

|  |  |
| --- | --- |
| **#** | **Discussion and Decisions** |
|  | Reviewed Week 1 upskilling   * Took turns discussing what was achieved by each member. * Some members struggled with finding information about D-ITG and understanding the manual. * All members successfully upskilled in Linux fundamentals |
|  | Team discussed getting started on test runs for the IPv4 team. |

**Summary of Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Complete week 2 upskilling tasks. | All members | 30/04/25 |

**Next Client/ Mentor Meeting**

|  |  |  |
| --- | --- | --- |
| **Date: TBA** | | **Time: TBA** |
| *Discussion points for the next meeting:* | | |
|  | Upskilling progress check-in and next goals. | |
|  |  | |
| *Action Items to be discussed in the next meeting:* | | |
|  | Week 2 upskilling tasks | |