**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Discussion of Status Report** | |
| **Meeting called by:** | Win Phyo | |
| **Location:**  **Online meeting** | **Date: 28/05/2025** | **Time:** 7:00pm – 8:30om |
| **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: Kylie Afable | 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 |
|  | D-ITG Testing Update | Thomas Robinson | 18 minutes |
|  | Status Report Progress | Thomas Robinson | 40 minutes |
|  | 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** |
|  | D-ITG testing updates review   * Able to receive 10 different runs at once but some finish earlier while some finish later. |
|  | Discussed Status Requirements:   * Once errors in the proposal have been corrected, most of the first section in the proposal can be copied and pasted into the status report. * Discussed how we will maintain the 5 slides. * The executive summary needs to be modified and can be copied and pasted into the status report.   + Can modify the budget off the summary.   + Revising the budget, we can take out a mouse, monitor and gigabit adapters because we have two extras. |
|  | Proposal errors:   * Project status, Risk and project overview should be summarized into one paragraph. * Add major milestones back to WBS * Edit dates on the schedule and also milestones |
|  | Finalized what needs to be done:   * Status report. * Editing proposal; Project Objective, Project Schedule, WBS, Gantt chart, Status, Milestones, Contribution, Recommendations and Executive Summary. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Team contribution | Thomas, Kylie | 28/05/25 |
|  | Finalizing proposal | Thomas, Win, Nathan, Larissa | 29/05/25 |
|  | Status report | Zaf, Charmi | 29/05/25 |
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**Next Meeting**

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| **Date: 29/05/2025** | | **Time: 12:00pm** |
| *Discussion points for the next meeting:* | | |
|  | Discuss first set of IPv4 test results with mentor and client | |
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| *Action Items to be discussed in the next meeting:* | | |
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