**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: 28/08/2025** | **Time:** 4:00 – 5:00 |
| **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: Kylie | 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** |
|  | Kylie, Charmi, and Nathan completed setting up and configuring Kali OS on both routers.  Completed the evaluation 4 Runs, |
|  | Decoding the logs and visualizing the data  Planned to have Client meeting Next week for our graphs for Kali |
|  | All team members should focus on doing the Individual Reflection Report at their own time. |
|  | Week 8 (a week after the midterm break), we will start doing our final poster |
|  | A3 Poster:  Take everything so far and compress it down to fit the poster.  Full of information with little text or words.  Tasks Allegations will be discussed next Team meeting.   * Getting everyone involved * Refrain from using AI for any summarizing |
|  | Team decided on finalizing everything by at least week 10 to be fully prepared for mock presentation (Week 11 or 12) |
|  | Look into GitHub for version control and for our Portfolio folders  Also, on setting up Hyperlinks for Documents |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
|  | Kali Installation and Configuration | Kylie, Charmi | Completed |
|  | Reviewing Kali Installation and Configuration | Nathan, Larissa | Completed |
|  | Running Evaluation on Kali | Kylie, Charmi, Zaf | Completed |
|  | Decoding the Logs | Win, Zaf | Completed |
|  | Graphing and Confidence of Interval | Win, Larissa | Completed |
|  | Individual Reflective Report | All Team Members | 28/09/2025 |
|  | Organizing the Portfolio Folders | Thomas | 28/09/2025 |
|  | Final Poster | All Team Members | 28/09/2025 |

**Next Meeting**

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| **Date: 04 Sept 2025** | | **Time: 12 AM** |
| *Discussion points for the next meeting:* | | |
|  | Working on Final Poster | |
|  | Data Analysis | |
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| *Action Items to be discussed in the next meeting:* | | |
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