**Team Meeting**

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| **Client/Project:** | **Raymond Lutui - Network Performance Evaluation on Linux Based Operating Systems** | |
| **Purpose:** | **Upskilling plan review and discussion on next phases** | |
| **Meeting called by:** | Thomas | |
| **Location: Online Discord** | **Date: 30/04/2025** | **Time:** 7:00 PM – 8:30 PM |
| **QA:** | **Version: 1.0** | **Minutes Reviewed By: Win Phyo** |

**Meeting Attendees**

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| **Attendees** | |
| ***Names*** | ***Representing*** |
| Thomas Hugh Robinson | Project Leader |
| Win Phyo | Project Member |
| Zafar Azad | Project Member |
| Larissa Goh | Project Member |
| Charmi Patel | Project Member |
| Kylie Afable | Project Member |
| Nathan Quai Hoi | 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 | 5 minutes |
|  | Rate issues and/or concerns | Thomas | 15 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** |
|  | Complete Week 2 Upskilling Tasks |  | 30/04/25 |
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**Discussion and Decisions**

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| **#** | **Discussion and Decisions** |
|  | The team meeting called for reviewing upskilling and changes needed for our project.  All team members were assigned to undergo an upskilling plan during the mid-semester break at their own pace. |
|  | Thomas (Team Leader) tested out by setting up an isolated network with 4 Raspberry Pi and ran DITG traffic generations and logging. |
|  | Meanwhile, other team members revised their knowledge regarding Linux Operating Systems, and Networking, from understanding Subnet masks and IPv6 configuration on Ubuntu.  Other topics such as Bash scripting, DITG Tool, and using sample data for data analysis were carried out, by team members. |
|  | Discussion on ensuring the completion of functional environment setup this coming Thursday. |
|  | Discussion on having IPv6 Team analyze the data from the evaluation runs that Thomas had conducted through the break. |
|  | Thomas Raise concerns the delay being negative and the difference in time issue over isolated network. |

**Summary of Action Items**

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| **#** | **Action Item Description** | **Owner** | **Expected Completion Date** |
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**Next Meeting**

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| **Date: TBA** | | **Time: TBA** |
| *Discussion points for the next meeting:* | | |
|  | Test Environment Setup | |
|  | Starting Test execution for Ubuntu IPv4 | |
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| *Action Items to be discussed in the next meeting:* | | |
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