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| COIT13146 Term 1, 2025  Project Team Meeting #1 |  |

DATE OF MEETING: 2/06/2025

LOCATION OF MEETING: Online (Teams)

TIME MEETING STARTED: 4PM TIME MEETING ENDED: 4:30PM

ATTENDEES: Ben Hopkins, Tim Ho

MEMBERS ABSENT: Nil

MEETING CALLED BY: Ben Hopkins

MINUTES TAKEN BY: Ben Hopkins

**AGENDA**:

Decide on the first steps, appoint a team leader, decide who’s doing what, the approach the team will take to tackle the project, and how we will communicate with one another, especially after term finishes and project not completed yet.

**Additional agenda items:**

Assign responsibility for each server configuration

**DISCUSSIONS OF AGENDA ITEMS:**

*Item 1 Assign responsibility for each server configuration (who is doing what)*

Tim ho requests responsibility to configure these servers:

Gladstone

Bundaberg

Darwin

Ben Hopkins Requests responsibility to configure these servers:

Rocky

Sydney

Adelaide

*Item 2 Decide on the project approach*

Ben Hopkins suggests two solutions:

1. One person host all VMs and we connect to that environment over a cloudflare ssh tunnel.
2. We configure and export VMs which we will import later

Ben Hopkins prefers option a due to less issues with combining systems at the end. Tim Ho prefers option b because it will be easier to setup.

*Item 3 Team leader*

Ben Hopkins has requested team leader position due to his industry experience on similar projects

*Item 4 Communication*

Tim Ho and Ben Hopkins agree that the team will communicate using Microsoft teams with their CQU accounts. Meetings will be hosted on teams. If the term finishes and the project isn’t completed they will continue to communicate in this way. We will next meet on 5/6 and 7/6.

**ACTION ITEMS**: (List what each person must accomplish by a set date).

Ben Hopkins:

Rocky and Sydney will be configured by 4/6 with remote access available to Tim Ho

Tim Ho:

Tim will finish initial configuration of his assigned servers by the 5/6

**DECISION**: Group Leader is: Ben Hopkins

**Additional Decisions:**

Item 1: People will configure the servers they requested

Item 2: The project approach will be item a (remote ssh using cloudflare tunnels into one VM environment)

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| COIT13146 Term 1, 2025  Project Team Meeting #2 |  |

DATE OF MEETING: 4/06/2025

LOCATION OF MEETING: Online (Teams)

TIME MEETING STARTED: 3:10PM TIME MEETING ENDED: 3:45PM

ATTENDEES: Tim Ho, Ben Hopkins

MEMBERS ABSENT: NIL

MEETING CALLED BY: Tim Ho

MINUTES TAKEN BY: Tim Ho

**AGENDA**:

Progress reports from all members, where we are with each project item and how much more work is to be done. Review of all work done so far. Problems – to be discussed and how to resolve them. Ideas about how each item should be fulfilled.

Additional agenda items:

STATUS OF ACTION ITEMS FROM PREVIOUS MEETINGS:

Ben Hopkins:

Configured the Rocky VM and enabled IP forwarding so that remote SSH access works  
Configured the Sydney VM and enabled IP forwarding so that remote SSH access works

Tim can access the servers he's configured through remote ssh from Sydney server   
Tim has completed the initial configuration for his servers

DISCUSSIONS OF AGENDA ITEMS:

Gladstone – Create initial git repository for Dokuwiki backup

Darwin – Configure DHCP for devices by 05/06

Bundaberg – Create backup script for web, SSH and Git server

Adelaide – Create Apache webserver and create certbot certificate

Sydney – Create initial user account for all employees

Rocky – implement and test firewall rules, NAT, and iptables script

ACTION ITEMS: (List what each person must accomplish by a set date).

Tim Ho:

Gladstone – Create initial git repository for Dokuwiki backup by 05/06

Darwin – Configure DHCP for devices by 05/06

Bundaberg – Create backup script for web, SSH and Git server by 05/06

Ben Hopkins

Adelaide – Create Apache webserver and create certbot certificate by 05/06

Sydney – Create initial user account for all employees by 05/06

Rocky – implement and test firewall rules, NAT, and iptables script by 05/06

**DECISIONS**:

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| COIT13146 Term 1, 2025  Project Team Meeting #3 |  |

DATE OF MEETING: 7/06/2025

LOCATION OF MEETING: Online (Teams)

TIME MEETING STARTED: 4PM TIME MEETING ENDED: 4:30PM

ATTENDEES: Ben Hopkins, Tim Ho

MEMBERS ABSENT: Nil

MEETING CALLED BY: Ben Hopkins

MINUTES TAKEN BY: Ben Hopkins

**AGENDA**:

Discuss work completed, and evaluate whether it fulfils the marking criteria; what remains to be done; how to finish up and we need to agree on when we will submit the final project.

Additional agenda items:

STATUS OF ACTION ITEMS FROM PREVIOUS MEETINGS:

Gladstone – 20% complete

Darwin – 100% complete

Bundaberg – 20% complete

Adelaide – 90% complete

Sydney – 80% complete

Rocky – 100% complete

DISCUSSIONS OF AGENDA ITEMS:

Item 1: Remaining tasks outside of server configuration

Ben Hopkins notes that server configuration is close to on schedule but we must not forget to put time into the report and deliverables. Its noted that the public holiday on Monday will help.

Item 2: Discuss marking criteria

All present agree that our progress aligns with the marking criteria

ACTION ITEMS: (List what each person must accomplish by a set date).

All system configuration to be finished by 8/6

Report and deliverables will be compiled on Monday 9/6

**DECISION**: Team agrees that everyone will submit the assignment by: 9/6 11pm

Note: submit all three Meeting Minutes as one document. Add pages for any other meetings you wish to record.

Other Team Notes: