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| COIT13146 Term 1, 2024  Project Team Meeting #1 |  |

DATE OF MEETING: May 31, 2024

LOCATION OF MEETING: Through Zoom

TIME MEETING STARTED: 5pm TIME MEETING ENDED: 5:30 pm

ATTENDEES: 1. Satya adapa

2. Roman Bisural

3. Gurshranjit kaur

MEMBERS ABSENT: None

MEETING CALLED BY: Roman Bisural

MINUTES TAKEN BY: Roman Bisural (15 min)

Satya adapa (10 min)

Gurshranjit kaur (5 min)

**AGENDA**:

For your first meeting we gather and then we discuss all the projects. And we make sure that everyone has understood the final project completely. Then we divide the task equally according to your skill and comfort level. And after that we had some conversation regarding the presentation.

Additional agenda items:

DISCUSSIONS OF AGENDA ITEMS:

* Make sure everyone understood the assignment
* We have a look in project marksheet
* Then we divided the task equally.

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

* Satya needs to set up the router by 2nd June.
* Gursharanranjit needs to make the presentation slides by 2nd June.
* Roamn need to configure the DHCP server by 2nd June.

**DECISION**: Group Leader is: Roman Bisural

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| COIT13146 Term 1, 2023  Project Team Meeting #2 |  |

DATE OF MEETING: 03/06/2024

LOCATION OF MEETING: Through Zoom

TIME MEETING STARTED: 6:00 TIME MEETING ENDED: 6:30

ATTENDEES: 1. Satya adapa

2. Roman Bisural

3. Gurshranjit kaur

MEMBERS ABSENT: None

MEETING CALLED BY: Satya Adapa

MINUTES TAKEN BY: Satya adapa (13 min)

Roman Bisural (7 min)

Gurshranjit kaur (10 min)

**AGENDA**:

Progress reports from all members, everyone discussed what are the errors we got and rectified them and tried to fix the issues. Tried to do the presentation trails

Additional agenda items:

STATUS OF ACTION ITEMS FROM PREVIOUS MEETINGS:

DISCUSSIONS OF AGENDA ITEMS:

* Satya finished the router.
* We Discussed about the presentation.
* Fixing errors that occurred in between these days.

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

* Satya needs to set up the Sydney server now.
* Gursharanjit need to do the backup server
* Roman needs to do the Git server.

**DECISIONS**: Divided the configuration of new servers among all of us.

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| COIT13146 Term 1, 2022inutes  Project Team Meeting #3 |  |

DATE OF MEETING:

LOCATION OF MEETING: Through zoom

TIME MEETING STARTED: 6 pm TIME MEETING ENDED: 6:30 pm

ATTENDEES: 1. Satya adapa

2. Roman Bisural

3. Gurshranjit kaur

MEMBERS ABSENT: none

MEETING CALLED BY: Roman Bisural

MINUTES TAKEN BY: Satya adapa (6 min)

Roman Bisural (8 min)

Gurshranjit kaur (16 min)

**AGENDA**:

This was our crisis meeting because our server V.M had some error and then we created a news. And then we had a zoom conservation with your tutor for the solution and then we tried again, and it worked. After that we see what we must complete before submitting.

Additional agenda items:

* Backup server configuration and its output result
* Check all the files and name for every file as asked in the assignment.

STATUS OF ACTION ITEMS FROM PREVIOUS MEETINGS:

* Rocky, Sydney, Adelaide, Bundaberg and Darwin are completed properly
* And only dew things left for the backup server

DISCUSSIONS OF AGENDA ITEMS:

* Backup server progress and its output result
* And we have checked the whole assignment to see if it’s working as asked in the project.

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

* Everyone needs to finish everything by 9th June for submission.

**DECISION**: Team agrees that everyone will submit the assignment by: (date/time) 9th June