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| **PROJECT NAME:** | **Cyber Incident Response Plan Objectives and Evaluation** | | |
| **STUDENT NAME:** | **Zahin Un Nafi** | | |
| **STUDENT ID:** | **103539510** | **WEEK #(& dates covered):** | **Week 1 (27 Feb – 3 Mar)** |

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| **1.TASKS ACHIEVED DURING THE LAST WEEK** | **TIME SPENT** |
| **Meetings (Team, Supervisor, Client)** | **4 hrs** |
| **Discord Setup and Team Introduction** | **2 hrs** |
| **Drafting the first client email** | **1 hr** |
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| **TOTAL WEEKLY TIME SPENT** | **7 hrs** |
| **2.TASKS TO COME** | **EXPECTED COMPLETION** |
| **Initiating Project Plan** | **Week 2** |
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| **3.ISSUES/PROBLEMS** |  |
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