**Meeting minutes**

**Meeting title:** Cybersecurity Strategy

**Date:** 01/07/2024

**Time:** 13hr00

Location: 59 Woodlands Avenue

**Facilitator:** Avile Bantwini

**Attendees:**

* Mzwakhe Hamnca
* Rethabile Kondowe
* Avile Bantwini
* Neo Kambule

**Welcome and Introduction (5minutes)**

* Avile Bantwini introduced and welcomed the attendees.
* He provided the overview of the meeting agenda

**Conduct Security Audit and Identifying Vulnerabilities**

* The facilitator gave an overview of the current security audit results
* Identified the vulnerabilities while taking into consideration their priority.
  + - Outdated software
    - Weak Password
    - Unpatched security flaws
    - Lack of antivirus software
    - Weak encryption and default credentials

**Implement Security Measures for Desktop and Multi-User systems**

* The facilitator provided the current review of security measures in place for desktops and multi-user systems.
* Proposed enhancements and new measures to be implemented
* Discussed on deployment timelines and responsible teams.

**Monitor Network Traffic for suspicious Activity**

* We looked at the current network monitoring practices and tools
* Analyzed the recent network traffic reports
* Provided some strategies on improving monitoring and detecting suspicious activity.

**Develop a response plan for potential data breaches**

* We reviewed the existing data breach response plan.
* We found some gaps in the existing plan
* We proposed updates and improvements to the response plan
* Assigned roles and responsibilities in case of data breach.

**Educate staff on best Practices for Data Security**

* We looked at the current training programs and their effectiveness
* Provided new training initiatives and materials to be introduced
* Scheduled for regular training and awareness sessions

**Open discussion and Q&A**

* The network administrator enquired on how are we going to make all the altercation effectively without having to shutting down the whole system.
* There were no concerns from the floor

**Action Items and next steps**

* The facilitator summarized the key actions and assigned responsibilities
* We then scheduled for the next meeting.

**Closing remarks**

* The facilitator thanked everyone for attending and closed the meeting