# Chameleon Security Project – Weekly Team Meeting Agenda & Minutes

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| Date | 15/11/2023 |
| Time | 6pm |
| Chair | Theodore Savvidis |
| Invitees | Marium Kassar, Hamish Andrew Burnett, Nathan Tien le Nguyen, Ethan Rose, Thisu For Thisarani Nanayakkara, Aashrith Gunnichett, Leon Netto, Kartik Kaushik, Theodore Savvidis |
| Guests |  |
| Apologies | Amby Sarrazin, Daniel D’Amore, Adam Tay, Thisu For Thisarani Nanayakkara |

## Meeting Opening

Start the meeting recording in MS Teams

#### Acknowledgement of Country

*I acknowledge that I am hosting and recording this meeting from the lands of the <<Wurundjeri >> people who are the Traditional Custodians of the Land, where I am located today. I also acknowledge the Traditional Custodians of the various lands on which you all work today and the Aboriginal and Torres Strait Islander people participating in this meeting. I pay my respects to Elders past, present and emerging and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of Victoria.*

## Main Items

##### Company and project status updates (Where are we?)

* Updates – start your planning/attack(s)
* Upskilling – last week to get upskilling in

##### Priorities for the Security team (What are we doing)

* Trello – Sprint planning
  + Plan the next 2 weeks and what deliverables can be achieved.
  + The next lot of submissions are due in 2 weeks
* Around the grounds - What did you do or learn this week? Anything to share or demonstrate/show-and-tell (What is your individual status update)

##### Meeting Agenda Standing Item: Review the [Trello board](https://trello.com/b/ln6GEN45/melbourne-city)

##### Walkthrough the board

* Back log can be a place to look for ideas about other ways to contribute to the team

##### Supports: How can we help one another? What supports do you need? Any risks, issues, blockers, opportunities/ideas to raise and address? Do we need support from the Design, Web Dev or Project Leadership teams? Is everyone happy with their role? Does everyone know what their role is?

##### Question, Answers and General Discussion General Discussion:

##### Sprint(s) what to do, etc

* Logbook

##### Proposal for next rotating chair of team meeting for next week

##### Actions and Next Steps

## Next Meeting Agenda Items (Draft)

* Next Meeting @ 7PM Wednesday
* Review team structure
* Team progression
* Next meeting chair: Leon Netto

## Meeting Minutes

#### Attendance

* In attendance:

Marium Kassar, Hamish Andrew Burnett, Nathan Tien le Nguyen, Ethan Rose, Aashrith Gunnichett, Leon Netto, Kartik Kaushik, Theodore Savvidis

* Apologies:
  + Amby Sarrazin
  + Daniel D’Amore
  + Adam Tay
  + Thisu For Thisarani Nanayakkara
* Non Attendance:
* Discussion:
* Updates from around the room from everyone. Most people have spent the week upskilling and going through the unit site material.
* Some of the team has began participating and completing tasks

The meeting focused on:

* Tasks from around the room and next steps and tasks to work on
* Documentation & planning
* Trello – setting up the deliverables
* Sprint(s)
* 2.1P
* Further asked and answered some of the teams questions.
* Discussed testing and attacking the website as well as access to the website

## Actions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Action Item Description | Assigned To | Date Assigned | Date Due | Status |
| Discussed the group task (2.1P) and whether any leaders want to help Mariam to complete it | Mariam Kassar |  |  | In progress |
| Team continuing with their tasks | Security Team |  |  |  |
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