# Chameleon Security Project – Weekly Team Meeting Agenda & Minutes

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| Date | Friday 10/11/2023 (week 1) |
| Time | 7:00pm |
| Chair | Mariam Kassar |
| Invitees | Mariam Kassar  Miriam Aziz  Hamish Andrew Burnett  Nathan Tien Le Nguyen  Leon Jude Netto  Aashrith Gunnichetty Krishna Prasad  Theodore Savvidis  Ethan Rose  Kartik Kaushik |
| Guests | Amby Sarrazin  ARJUN JAMWAL |
| Apologies |  |
| Attendees | Mariam Kassar  Miriam Aziz  Hamish Andrew Burnett  Nathan Tien Le Nguyen  Leon Jude Netto  Aashrith Gunnichetty Krishna Prasad  Theodore Savvidis  Ethan Rose  Kartik Kaushik  Amby Sarrazin  ARJUN JAMWAL |

## 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?)

* Leadership Meeting - Standing
* Updates – How to get started, Any things we should know?
* Upskilling (show folder on Security channel)
* Excel on contributions
* Screenshots of progress

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

* Trello – Sprint planning
  + Plan the next 2 weeks and what deliverables can be achieved.
  + The first lot of submissions are due this **Sunday 12th of November.**
* 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)
* Everyone have access to Trello and GitHub?
* Assing yourself to a task if you have not already.
* OnTrack à group tasks

##### 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:

##### How Capstone works

* Logbook
* Leadership

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

* Theo

##### Actions and Next Steps

* Making to that everyone assigns themself a task on trello.

##### Other

* Who wants to join the leadership team à talk about what that involves.
* Hours total min. 80 for a Pass and for Credit and above need min. 100hrs total.

## Next Meeting Agenda Items (Draft)

* Next Meeting @ 6pm Tuesday
* Review team structure
* Team progression
* Next meeting chair:

## Meeting Minutes

#### Attendance

* In attendance:
* Apologies:
  + None
* Non Attendance:
* Discussion:

The meeting focused on:

* Team structure
* Documentation & planning
* Trello – setting up the deliverables

## Actions

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| Action Item Description | Assigned To | Date Assigned | Date Due | Status |
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