**Minutes of the Monthly Report (May 2024) Meeting**

Date: 31 May 2024

Time: 14:00

Attendee (HKMA): Andy Tam, Alex Li

Attendee (PwC): Jason Lee, Herbert Kwok, Timmy Chow

**Playbook Edit**

For CTO SOP:

* Combine the section b) "Threat Intelligence Alert to HKMA for HKMA-related CVEs" and the section c) "TI Incident Reporting to HKMA for HKMA-related Incidents" into one but separate the points such as evaluation and email template content.
* Before evaluating CVEs/Incidents, add the step of "creating a ticket in Jira."
* After sending out the alert email to HKMA, create a relevant sub-ticket.
* Highlight which type of HKMA Inventory List is used for matching.

For SOC SOP:

* Add that SOC should create a sub-ticket of the corresponding incident and assign it to Herbert for TI analysis coordination.

**"TI update" component lead transfer from Timmy Chow to Herbert Kwok**

* Effective from after this meeting

**Follow-up from PwC**

* Herbert Kwok will send the 1st draft of the revised TI playbook based on the discussion during the meeting to Alex Li and cc Andy Tam in the email on/before next Friday .

The meeting was ended at 15:10.

Prepared by,

Herbert Kwok

Associate, PwC