| **Meeting Details** | |
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| **Chair** | **Minute Taker** |
| Thong Thao | Thong Thao |
| **Date and Time** | |
| **Monday 10th June 2024, 2:00 PM to 2:30 PM** | |
| **Attendees** | |
| Darcy Hilly and Evans Mwangangi | |
| **Apologies** | |
|  | |

| **Item No.** | **Agenda Item** | | **Responsible Officer** |
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| **1.** | **Welcome and Apologies** | | **Chair** |
| 1.1 | Overview of Helpyou Network Security | | Thong Thao |
| **2.** | **Agenda Items** | | |
| 2.1 | The specific security policies created for the company. | | Thong Thao |
| 2.2 | Enforcement of the Policies. | | Thong Thao |
| 2.3 | Auditing Policy Compliance with Legislation and Standards. | | Thong Thao |
| 2.4 |  | |  |
| 2.5 |  | |  |
| 2.6 |  | |  |
| 2.7 |  | |  |
| 2.8 |  | |  |
| 2.9 |  | |  |
| 3.1 |  | |  |
| **6.** | **Other Business** | | |
| 6.1 |  | |  |
| 6.2 |  | |  |
| 6.3 |  | |  |
| **Next Meeting:** | | 11th June 2024 | |

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| **Open Date** | **Topic** | **Action Item** | **Responsible team members** | **Due Date** | **Status** |
| 10/06/2024 | 1. The specific security policies created for the company. 2. Enforcement of the Policies. 3. Auditing Policy Compliance with Legislation and Standards. | * Overview of Helpyou Network Security * Password Protection Policy * Information Logging Standard * Email Policy * Internet Usage Policy * Router and Switch Security Policy | Thong Thao | 10/06/2024 | Completed |
| 11/06/2024 | 1. Physical Planning | * External Perimeter Defences * Internal Physical Security * Hardware Security | Thong Thao | 11/06/2024 | Pending |
| 12/06/2024 | 1. The Contingency Planning | * Incident Response Plan * Disaster Recovery Plan | Thong Thao | 12/06/2024 | Pending |
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