Group 2 Meeting (16/03/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Mohamed

Agenda

- Introductions
- To discuss roles in the group
- To discuss the Information Risk Management Group Project, and how we will go about completing it

Action Items

Group has agreed to go away and think about the following 3 bullet points, before reconvening at the next meeting to discuss.

- Bulleted list of assumptions of company status, risk appetite, capabilities, and structure based on academic research (with citations);
- Bulleted list of key business risks (with references)
- Tabulated list of technical and business risks associated with each potential solution

Other
- The following assumptions were made by the team for the project (These can be qualified in due course):
    - A lack of data available means that we will most likely need to use a qualitative approach or may need to investigate similar case studies for data analysis
    - We determined that the risks are most probably associated with the business as a whole, and not only for cybersecurity.
- Team have agreed to meet on the following date / times (subject to review):
    - Monday 21st March 2022 at 19:00 GMT
    - Saturday 26th March 2022 at 19:00 GMT

Group 2 Meeting (21/03/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- To review the progress of theStatus Report project
- Agree on a 1st draft

Action Items

- Zihaad to create a OneDrive space so that all members of the team can make edits to the final document between now and the submission date
- Richard to seek clarity from module tutor and feedback to the team on the following points:
    - What exactly the timeline should represent
    - If we can include the table of enumerated risks (for all 3 ERP options) as an image
    - Confirm that the term "Limit 1 page" is guidance only, and not a restriction
- All members of the team to edit / streamline the 1st draft document in the OneDrive space before the next meeting. NB: Document is currently at 750 words (approx)

Other

- Team have agreed to meetagain on the following date / time:
    - Friday 25th March 2022 at 19:00 GMT

Group 2 Meeting (25/03/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- To review the progress of theStatus Report project
- Agree on a final draft

Action Items

- Group to research the requirements for Unit 6 assignment ready for next meeting
- [Link to assignment](#)

Other

- The Project Status Report for Unit 3 was agreed upon and successfully submitted
- Team have agreed to meetagain on the following date / time:
  - Wednesday 30th March 2022 at 20:00 GMT

Group 2 Meeting (30/03/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- To review the requirements for the Risk Assessment Report due in Unit 6
- Agree on a plan to move forward with the project
- To discuss findings from the Learning Discussion 2 ahead of Unit 4's seminar(31/03/22)

Action Items

- Group to research the risk frameworks to be used for our risk assessment
- Michael to present in tomorrow's seminar, findings from Discussion 2

Other

- Team have agreed to meet again on the following date / time:
  - Friday 3rdApril 2022 at 21:30 GMT
- [Link to assignment](#)

Group 2 Meeting (03/04/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- Review the requirements for the Risk Assessment Report due in Unit 6
- Discuss frameworks
- Discuss risk assessment methods
- Agree on a plan to move forward with the project
- To discuss findings from the Unit 4's seminar(31/03/22)

Action Items

- Zihaadto begin writing analysis of risks to our risk assessment report
- Richard to find and upload examples of heatmaps for risk scoring
- Group to add to document with any info possible

Other

- Team have agreed to meet again on the following date / time:
    - Saturday9thApril 2022 at 20:00 GMT
    - We maintain the option of having a call with the tutor if we should need it
- Decision made to begin risk analysis before referencing any frameworks used
- [Link to assignment](#)
- [Link to project documents](#)

Group 2 Meeting (09/04/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- Review the progress of the week's work
- Further discuss frameworks
- Further discuss risk assessment methods
- Create a first draft
- To discuss results and feedback from Unit3 Status Report

Action Items

- Determine how the OpenFAIRMonte Carlo Simulator works in detail
- Group to add to the first draft document with any info possible. References, Values for Risk Assessments, Countermeasures, DR solutions

Other

- Team have agreed to meet again on the following date / time:
    - Tuesday 12thApril 2022 at 20:00 GMT
    - We maintain the option of having a call with the tutor if we should need it

- A query has been sent to the tutor regarding the feedback given from Status Report
- Link to assignment
- Link to project documents

Group 2 Meeting (12/04/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- Review the progress of the week's work
- Further discuss frameworks
- Further discuss risk assessment methods
- Create a first draft

Action Items

- Richard to create a Quantitative Risk Assessment using the OpenFAIR tool
- Richard to begin a Qualitative Risk Assessmemnt using the risk matrix
- Michael, Zihaad and Kingsley to create a cost / benefit analysis
- Group to add to the first draft document with any info possible. References, Values for Risk Assessments, Countermeasures

Other

- Team have agreed to meet again on the following date / time:
    - Thursday 14thApril 2022 at 20:00 GMT

- Link to assignment
- Link to project documents

Group 2 Meeting (14/04/2022) - Minutes

In Attendance

- Zihaad
- Michael
- Richard
- Kingsley

Agenda

- Review the progress of the project since the last meeting
- Discuss risk assessment
- Discuss cost benefit analysis
- AOB

Action Items

- Complete Qualitative Risk Assessment
- Format of final project
- Any other final additions to the project

Other

- Link to assignment
- Link to project documents

- Thanks for being such a great team and good luck with your Individual Reflections!