

Date	01/03/2022
Time	10:30-11am

Meeting Notes

1. To begin I showed Jason the stacked bar charts requested last week, he was happy with the change and overall, with the visuals.
2. The poster and abstract have been completed and other than a few cosmetic changes for the poster they were deemed suitable for the poster fair, as a result I have now submitted these to Moodle.
3. Finally, I showed Jason my initial progress for my report as well as the structure for it overall
 - Whilst mostly happy with my overall structure he suggested I added a requirements page to define what the requirement of my report is and how my visuals fulfil this as well as the gap in research overall. This is something I agreed to do
 - I also plan to create a small paragraph describing ransomware and how it relates to cyber crime overall. This is to provide a high level idea of ransomware and how it works to make the overall paper much more understandable for new readers

Meeting Summary

Overall, this meeting was going over the progress with my technical report as well as ensuring that my poster is complete for the poster fair. This meeting was positive.

Task Completed (Since Last Meeting)

Tasks listed here completed and reviewed as satisfactory

Task Name and Description	Date	Completed?
Upgrade bar charts to stacked bar charts showing sector/country/strain	01/03/2022	Yes
Choose what I wish to explain in my report from my data/visualisations	01/03/2022	Yes
Complete poster and abstract	16/02/2022	Yes

Task(s) to be Completed (For next meeting)

Tasks listed to be completed and reviewer assigned

Task Name and Description	Date
Re-structure report to include requirements and Jason's feedback	15/03/2022
Create a main dashboard to allow dynamic transition between diagrams	31/03/2022