

Date	30/09/2021
Time	3:30pm – 4pm

Meeting Notes

1. This was my first meeting with Jason and thus it was spent mostly getting to know one another as well as understanding the scope of my project. This was decided to be exclusively ransomware but globally.
2. It was decided that I would begin research from today
 - It was discussed how to research effectively due to my inexperience (use Google Scholar to find accredited journals/ papers and tools to search certain date boundaries). My aim is to 3 months every 2 weeks.
3. I will build my knowledge of key words to search as well as begin to think about a rough structure for my report. I should look at Jason's report for this.

Meeting Summary

Overall, this meeting was informative and useful for me to begin my research for ransomware attacks. Standards were agreed upon and roles were defined. It was decided that my time frame will be 1st Jan 2020 – 31st August 2021

Task Completed (Since Last Meeting)

Tasks listed here completed and reviewed as satisfactory

Task Name and Description	Date	Completed?
N/A		

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

Tasks listed to be completed and reviewer assigned

Task Name and Description	Date
Understand the correct keywords to research these attacks and decide on the best site (Google News/Scholar) to research these attacks	14/10/2021
Begin populating the excel table with the first 3 months	14/10/2021
Have a rough report structure devised to discuss with Jason	14/10/2021