Have meeting agendas that can be sent out

Track action items that come out of meetings

Deliverables

File name format: YS-5-Red-Cybersecurity\_in\_Malware\_Analysis.(fileExtension)

Recommend having our own naming system and creating copies of files with proper name to turn in

Complete and approved project plan

Gantt Chart

Kickoff Meeting Minutes

Milestone events:

Milestone Event 1 (Mid Oct): Prototypes, Research results (all datasets collected),

Milestone Event 2 (Mid Nov): Final Report Draft

Meeting Schedule

Collab and Comms Tools

Project Schedule and Task Planning

Gantt Chart

Risk Assessment (if applicable)

Version Control Plan

Some kind of source code management (Git/Github)