MSc Cyber Security **Meeting number:** 01 **Location: Google Meet** **Minutes Prepared By:** Ashokkumar	**Group 1-** Secure Software Development	**Date:** 10/11/2022 **Time:** 12 PM GMT

Attendees present during the meeting (A: Absent, P: Present)

Attendee Name	Initials	Absent (A) /Present (P)
Ashok Kumar	A.K	P
Uvaraj Balasubraman	U.B	P
Amit Pahuja	A.P	P
Shailender Kudachi	S.K	P
Maryam Al-Shibani	M.A	NA

Meeting Discussion Topic: Team Contract document updates &

Item No	Discussion / Action Points	Action By
1.	Discussed about the contract document	ALL
2.	Updated the team goals in the document	UB
3.	Discussed about the participation and contribution	All
4	Discussed about the mode team communication for chats, screensharing and file store.	All
5.	WhatsApp group for chats, Google meet and google drive has been finalized.	All
6.	Agreed upon the meeting and contract policy document	All
7.	The initial version of Contract document shared with Tutor	UB

Action Items:

1.	WhatsApp group creation	UB
2.	Reach out to Maryam on her availability	UB/AK/AP
3.	Google drive creation	AP
4.	Prepare and come up with ideas for the project	All
5.	Setup follow-up meeting on 19th Nov	AK