**Defendza**

OSINT

**Minutes** for the Professional Development *Professional Project* meeting held on [date] at [time].

**In attendance**: Josh

**Apologies**: Nathan, Joe

**Goal**: To introduce the team members, identify our project brief, and consider our approach to working together.

# Items Discussed

## Approval of the minutes from the previous meeting

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Approved Minutes from past week** | **Josh** | **Done** |
|  |  |  |
|  |  |  |

## Who is our Live Client?

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Researched the Live Client** | **Josh** | **Done** |
|  |  |  |
|  |  |  |

## Contacting our Live Client?

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Not Yet** | **Joe** | **Done** |
|  |  |  |
|  |  |  |

## Requirements Elicitation

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |

## Requirements Modelling

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |

## AOB

*Summarise the main discussion here, noting any decisions that were made and the rationale behind those decisions.*

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
|  |  |  |
|  |  |  |
|  |  |  |