**Defendza**

OSINT

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

**In attendance**: Nathan, Joe, Josh

**Apologies**:

**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** |
| **Signed off on last week** | **Nathan** | **Done** |
|  |  |  |
|  |  |  |

## Project Requirements

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

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Send email Regarding the specifics in the system** | **Joe** | **Done** |
|  |  |  |
|  |  |  |

## Moving into the Solution Space

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

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Decide on IDE** | **Joe/Nathan** | **Done** |
|  |  |  |
|  |  |  |

## Design Tools

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

### Actions Arising

|  |  |  |
| --- | --- | --- |
| **Action** | **Person Responsible** | **Deadline** |
| **Consider the Language to do it in (Python)** | **Nathan/Joe** | **Done** |
|  |  |  |
|  |  |  |

## Requirements Traceability

*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** |
|  |  |  |
|  |  |  |
|  |  |  |