**Meeting Report**

**Meeting Title:** Compliance Review Outcomes  
**Date of Meeting:** 27 November 2024  
**Time of Meeting:** 10:00 a.m.  
**Location:** Conducted over Zoom  
**Chairperson:** Mahdi  
**Attendees:**

* Ms. Aspara – Manager
* Mahdi – Protocol Review Lead
* Cybersecurity Team Lead
* IT Officer

**Key Discussion Points and Decisions**

**Agenda:**

1. Presented compliance review findings for Cyber Safety and Virtual Meetings protocols.
2. Discussed identified areas of minor and major non-compliance.
3. Proposed suggested improvements and actionable plans to address compliance gaps.

**Key Points Discussed:**

1. Ms. Aspara emphasized the urgency of implementing Multi-Factor Authentication (MFA) training across all teams to enhance security.
2. The team agreed to prioritize document-sharing security enhancements to mitigate potential data breaches.
3. It was decided that virtual meeting agendas will now include a compliance reminder section to reinforce adherence to protocol rules.

**Meeting Outcomes**

1. Established a clear timeline for distributing updated protocols to all teams by 10 December 2024.
2. Scheduled MFA training sessions to be conducted within the next month.
3. Agreed to conduct a follow-up compliance review in six weeks to evaluate progress and effectiveness of implemented improvements.

**This meeting report was reviewed and approved by:**  
**Chairperson’s Name:** Mahdi  
**Signature:** Mahdi  
**Date:** 27/11/2024