Minutes Prepared By: Ashokkumar  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 Discussion / Action Points Action By No  1. Discussed about the contract document UB 3. Discussed about the participation and contribution All 4 Discussed about the mode team communication for chats, screensharing and file store.  5. WhatsApp group for chats, Google meet and google drive has been finalized. 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	MSc Cyber Security Meeting number: 01 Location: Google Meet			•	10/11/2022 2 PM GMT	
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Attendee Name	Ashokk	umar	•			
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  1. Discussed about the contract document  2. Updated the team goals in the document  3. Discussed about the participation and contribution  4 Discussed about the mode team communication for chats, screensharing and file store.  5. WhatsApp group for chats, Google meet and google drive has been finalized.  6. Agreed upon the meeting and contract policy document  7. The initial version of Contract document shared with Tutor  BALL  Action Items:  1. WhatsApp group creation  QB  Reach out to Maryam on her availability  UB/AK/Al  Google drive creation  AP  4. Prepare and come up with ideas for the project  All	Attend	ees present durii	ng the me	eeting (A: Absent, P: Present)		
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