**Team Nebular: NISM Project Meeting Minutes**

Date & Time: Wednesday 9th June 19:00 BST

Location: Zoom, Meeting ID: 862 9264 8744

Attendees: Charlotte Wilson (CWi), Freya Basey (FB), Jan Kuefner (JK)

Apologies: Craig Watts (CWa), Dinko Isic (DI)

Roles

Minute Taker: Freya Basey

Meeting Chair: Charlotte Wilson

Meeting purpose

1. Discuss Forum 2 Summary Post ideas and plans.
2. Discuss Peer Review Process
3. Planning the final additions for the Unit 6 Report.

Previous Meeting Actions

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| --- | --- | --- | --- |
| **No.** | **Action** | **Owner** | **Update** |
| 3.2 | Team review the Learning Discussion | All | Complete |
| 3.3 | Post Learning discussion | Charlotte | Complete |
| 4.1 | Start with the template for the Design document | Freya | Complete |
| 4.2 | Get another site running | Dinko / Craig | Complete |
| 4.3 | Test the tools we might use (Hint next weeks seminar will discuss 8 important tools) | Everybody | Complete |
| 4.4 | Ask Doug: Appendix, why STRIDE, DREAD, … | Freya | Complete |
| 4.5 | Share pen-test guidelines with Craig | Freya | Complete |

Regular Items

N/A

New Items

N/A

AOB

N/A

Actions

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| --- | --- | --- | --- |
| **No.** | **Action** | **Owner** | **Due Date** |
| 6.1 | Contribute points for the team’s Discussion Forum 2 Summary Post on Google Drive. | All | 11/06/21 |
| 6.2 | Set up a 30 min Agile retrospective to cover Unit 6 lessons learnt. | Freya | 21/06/21 |
| 6.3 | Add methodology paragraph and gantt chart to Unit 6 Report. | Freya | 10/06/21 |
| 6.4 | Complete Unit 6 Report & Summary Post final edits. | Charlotte | 11/06/21 |
| 6.5 | Review Unit 6 Report & Summary Post final edits. | All | 13/06/21 |
| 6.6 | Send highlighted McNab book to Jan to support Unit 11 assignment. | Freya | 13/06/21 |

Key Decisions

|  |  |
| --- | --- |
| **No.** | **Description** |
| 6.1 | Next meeting will take place on Tuesday 15th June 18:00 BST. |
| 6.2 | Peer reviews to be completed individually and any team challenges/issues discussed in the Unit 6 retrospective. |