**Team Nebular: NISM Project Meeting Minutes**

Date & Time: Wednesday 24th June 19:00 BST

Location: Zoom, Meeting ID: 856 4145 2377

Attendees: Charlotte Wilson (CWi), Freya Basey (FB), Jan Kuefner (JK), Craig Watts (CWa), Dinko Isic (DI)

Roles

Minute Taker: Craig Watts

Meeting Chair: Freya Basey

Meeting purpose

1. Discuss the Executive summary report structure and content.
2. Discuss team activities over first 6 weeks (Sprint 1), retrospectively. Create ppt for ePortfolio,
3. Discuss commitment for Sprint 2.
4. Review of vulnerability scanning, and tools used.
5. Actions for next meeting: Discuss ePortfolio.

Previous Meeting Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Action** | **Owner** | **Update** |
| 4.6 | Contribute points for the team’s Discussion Forum 2 Summary Post on Google Drive. | All | Completed |
| 4.7 | Set up a 30 min Agile retrospective to cover Unit 6 lessons learnt. | Freya | Completed |
| 4.8 | Add methodology paragraph and gantt chart to Unit 6 Report. | Freya | Completed |
| 4.9 | Complete Unit 6 Report & Summary Post final edits. | Charlotte | Completed |
| 5. | Review Unit 6 Report & Summary Post final edits. | All | Completed |
| 6.6 | Send highlighted McNab book to Jan to support Unit 11 assignment. | Freya | Open |
| 6.7 | Upload Unit 7 readings to Drive | Jan | Completed |
| 6.8 | Upload the outline of executive summary on Drive | Freya | Completed |
| 6.9 | Put the team website online | Dinko | Completed |
| 7.1 | Schedule with opposite team when to have their website online | Dinko | Completed |
| 7.2 | Unit 7 ePortfolio activity - Kali vs Nessus | Freya, Jan, Dinko | Completed |
| 7.3 | Seminar 4 preparation – Security standards | Charlotte, Craig | Completed |

Regular Items

Review of team actions

New Items

N/A

AOB

N/A

Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Action** | **Owner** | **Due Date** |
| 8 | Update of Executive summary document | All | Next meeting |
| 8.1 | Bring Kanban board up to date, monitor weekly | Craig | Next meeting |
| 8.2 | Document of review of issues faced with setting up the sites and how they were overcome | Dinko | 10/07/21 |
|  |  |  |  |

Key Decisions

|  |  |
| --- | --- |
| **No.** | **Description** |
| 6.3 | Next meeting will take place on Wed 30th June 18:00 BST. |
| 6.4 | Testing for Unit 11 assignment to start on 17.06.2021 |