**Team Nebular: NISM Project Meeting Minutes**

Date & Time: Wednesday 6 July 18:00 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: Charlotte Willson

Meeting purpose

1. Discuss the Executive summary report structure and content.
2. Discuss the Unit 7 e-portfolio activity.
3. Discuss the Seminar ppt

Previous Meeting Actions

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| --- | --- | --- | --- |
| **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 | Completed |
| 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 |
| 8 | Update of Executive summary document | All | Ongoing |
| 8.1 | Bring Kanban board up to date, monitor weekly | Craig | Ongoing |
| 8.2 | Document of review of issues faced with setting up the sites and how they were overcome | Dinko | 10/07/21 |
| 9.1 | Fill out findings table in Unit 11 submission with as much detail as possible | All | Completed |
| 9.2 | Ask Doug about evidence / screen shots in document | Freya | 12/07/21 |
| 9.3 | E-portfolio discussion prep for next meeting | Charlotte | 12/07/21 |
| 9.4 | Create slides for next seminar | Freya to create.  All to add detail | Completed |
|  |  |  |  |

Regular Items

Review of team actions

New Items

N/A

AOB

N/A

Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Action** | **Owner** | **Due Date** |
| 10.2 | Next meeting to go through scores | All | 13/07/21 |
| 10.3 | Add to executive document | All | 12/07/21 |
| 10.4 | Creation of criticality and component graphs | Freya | 12/07/21 |
| 10.5 | Editing executive document | Charlotte | 16/07/21 |
| 10.6 | Discussion of Unit 7 group activity during meeting | All | Completed |

Key Decisions

|  |  |
| --- | --- |
| **No.** | **Description** |
| 10.1 | Next meeting will take place on Tuesday 13th July 18:00 BST. |
| 10.2 | Next meeting to go through the scoring |