Kaiser Permanente Cybersecurity Project - Team Meeting Summary:

**Participants:** Danae O’Connor, Noah Warren, Debra Parcheta

**When:** 1:00pm to 2:00pm on 3/4/2024

**Where:** <https://ucdenver.zoom.us/j/9681646314> Meeting ID: [968 164 6314](tel:9681646314)

**Summary:**

The meeting started with going over any progress we hadn’t covered from 2-28 to 3-4 which was primarily some of the modifications made to the timeline view with its new axis labels and the functional scrollbar. Noah made massive contributions to the instructions and the survey we will be sending out.

After going over our progress we went over the product briefly to see if there were any quick fixes that needed to be made before sending it out for user testing. This is primarily some spacing and coloration adjustments in the timeline view.

Once the overview was completed, we went through the entirety of the current instructions that cover installation of Splunk Enterprise, the installation of the product, installation of the data sets, and testing and navigating the Tactic view of the product. This caught and fixed several small errors.

Following that we figured out what was needed to send the user for testing. This includes the application’s .tar.gz file, the two testing datasets, the link to the survey, the instructions, and a due date of a week. The link to the survey and the instructions will be the only thing different between the testing users since one will only test the Tactic view, while the other will test the Tactic view, the Formatter menus, and the Timeline view.

The next steps are to fully prepare for user testing by adding the finishing touches to the instructions and survey alongside some minor modifications to the Timeline view. Following that, we will be sending the user testing sets to Debra for review.

**Action Items:**

Debra: Be prepared to receive several files due to the nature of this project. Depending on what can be sent in an email – 2 emails may need to be sent to you.

Noah: Create or help modify the draft of the email to send to users with the testing packet (Due 3-5).

Danae: Finish off the minor modifications to the application and create the instructions and questions for the survey. (Due 3-5). Create the two testing packets (Due 3-5). Create of help modify the draft of the email to send to users with the testing packet (Due 3-5).