Kaiser Permanente Cybersecurity Project - Team Meeting Summary:

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

**When:** 1:00pm to 2:00pm on 4/23/2024

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

**Discussion:**

The meeting started with Danae and Noah. They gave updates to the progress that was done since 4-18 which was primarily the ReadMe for the Technology Transfer for Noah, the Future Work document for Technology Transfer for Danae, and both worked to get the scaffolding of the presentation and the posters done.

When Debra joined the meeting there was primarily confirmation of what needed to in the demonstration presentation, the presentation itself, as well as the posters. Posters primarily need to be as visual as possible with screenshots of the product and pictures of the design work and minimal words. The Demonstration and Presentation follow a lot of the same lines with it being very visual, few words, and as trimmed as possible. The structure of both is to have the requirements of the product, the design of the product, the final product, testing results, & the global impact of the product. The demonstration video could have a narration, but it needs a minimum of text to explain the product.

The rest of the meeting was Noah and Danae working on constructing the Presentation and going over who would take what slides for speaking.

**Action Items:**

Debra: No items needed at the moment.

Danae: Work on finishing the Future Work Document (Due 4-25) and the Getting Started Document (Due 4-29). Work on the Final Presentation (4-23) and the posters (Due 4-25).

Noah: Work on the Final Presentation (4-23) and the posters (Due 4-25).