

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

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