

Team Nebular: NISM Project Meeting Minutes

Date & Time: Wednesday 9th June 19:00 BST

Location: Zoom, Meeting ID: 862 9264 8744

Attendees: Charlotte Wilson (CWi), Freya Basey (FB), Jan Kuefner (JK)

Apologies: Craig Watts (CWa), Dinko Isic (DI)

Roles

Minute Taker: Freya Basey

Meeting Chair: Charlotte Wilson

Meeting purpose

1. Discuss Forum 2 Summary Post ideas and plans.
2. Discuss Peer Review Process
3. Planning the final additions for the Unit 6 Report.

Previous Meeting Actions

N o.	Action	Owner	Update
3. 2	Team review the Learning Discussion	All	Complete
3. 3	Post Learning discussion	Charlotte	Complete
4. 1	Start with the template for the Design document	Freya	Complete
4. 2	Get another site running	Dinko / Craig	Complete
4. 3	Test the tools we might use (Hint next weeks seminar will discuss 8 important tools)	Everybody	Complete
4. 4	Ask Doug: Appendix, why STRIDE, DREAD, ...	Freya	Complete
4. 5	Share pen-test guidelines with Craig	Freya	Complete

Regular Items

N/A

New Items

N/A

AOB

N/A

Actions

No.	Action	Owner	Due Date
6.1	Contribute points for the team's Discussion Forum 2 Summary Post on Google Drive.	All	11/06/21
6.2	Set up a 30 min Agile retrospective to cover Unit 6 lessons learnt.	Freya	21/06/21
6.3	Add methodology paragraph and gantt chart to Unit 6 Report.	Freya	10/06/21
6.4	Complete Unit 6 Report & Summary Post final edits.	Charlotte	11/06/21
6.5	Review Unit 6 Report & Summary Post final edits.	All	13/06/21
6.6	Send highlighted McNab book to Jan to support Unit 11 assignment.	Freya	13/06/21

Key Decisions

No.	Description
6.1	Next meeting will take place on Tuesday 15th June 18:00 BST.
6.2	Peer reviews to be completed individually and any team challenges/issues discussed in the Unit 6 retrospective.