

Team Nebular: NISM Project Meeting Minutes

Date & Time: Wednesday 30th June 18:00 BST

Location: Zoom, Meeting ID: 856 4145 2377

Attendees: Charlotte Wilson (CWi), Freya Basey (FB), Jan Kuefner (JK), Craig Watts (CWi), Dinko Isic (DI)

Roles

Minute Taker: Charlotte Wilson

Meeting Chair: Dinko Isic

Meeting purpose

1. Discuss the Executive summary report structure and content.
2. Discuss the Unit 7 e-portfolio activity
3. Discuss the Case Study work

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	Open
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	Completed

8.2	Document of review of issues faced with setting up the sites and how they were overcome	Dinko	10/07/21
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Regular Items

Review of team actions

New Items

N/A

AOB

N/A

Actions

No.	Action	Owner	Due Date
9.1	Fill out findings table in Unit 11 submission with as much detail as possible	All	04/07/21
9.2	Ask Doug about evidence / screen shots in document	Freya	06/07/21
9.3	E-portfolio discussion prep for next meeting	Charlotte	06/07/21
9.4	Create slides for next seminar	Freya to create All to add detail	07/07/21

Key Decisions

No.	Description
9.1	Next meeting will take place on Tuesday 6th July 18:00 BST.