

## **Team Nebular: NISM Project Meeting Minutes**

Date & Time: Wednesday 24th June 19:00 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: Freya Basey

### **Meeting purpose**

1. Discuss the Executive summary report structure and content.
2. Discuss team activities over first 6 weeks (Sprint 1), retrospectively. Create ppt for ePortfolio,
3. Discuss commitment for Sprint 2.
4. Review of vulnerability scanning, and tools used.
5. Actions for next meeting: Discuss ePortfolio.

### **Previous Meeting Actions**

<b>No.</b>	<b>Action</b>	<b>Owner</b>	<b>Update</b>
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

### Regular Items

Review of team actions

### New Items

N/A

### AOB

N/A

### Actions

<b>No.</b>	<b>Action</b>	<b>Owner</b>	<b>Due Date</b>
8	Update of Executive summary document	All	Next meeting
8.1	Bring Kanban board up to date, monitor weekly	Craig	Next meeting
8.2	Document of review of issues faced with setting up the sites and how they were overcome	Dinko	10/07/21

### Key Decisions

<b>No.</b>	<b>Description</b>
6.3	Next meeting will take place on Wed 30 <sup>th</sup> June 18:00 BST.
6.4	Testing for Unit 11 assignment to start on 17.06.2021