

Team Nebular: NISM Project Meeting Minutes

Date & Time: Tuesday 18th May 18:00 BST

Duration: 1 hour

Location: Zoom, Meeting ID: Craigs Zoom account

To be issued by Friday 21st May

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

Apologies: N/A

Roles

Minute Taker: Dinko Isic

Meeting Chair: Craig Watts

Meeting purpose

1. Introduction of the new team member.
2. Update on website build.
3. Discussion on pentesting for the team assignment
4. ePortfolio discussion.

Notes

Introduction of the new team member - Jan Kuefner, and briefing on the assignment progress.

Discussion around the team website for the assignment. The website is up and running. A business category of the Team B website is agreed to be "e-commerce".

Rules of engagement with Team B were discussed - Basic testing in the first week and the timeline. The website will run until 12:00 BST, Monday, 24 May 2021.

Discussion on the e-Portfolio content. JK shared his e-Portfolio with the team.

Previous Meeting Actions

No.	Action	Update
1.1	Set up team Google Drive to enable document sharing.	Complete.
1.2	Email module tutor to confirm context of the website to be created.	Complete.
1.3	Set up a team Kanban board using freely available software to track team tasks.	Complete.
1.4	Perform initial investigation into website build options available through AWS Educate.	Completed
1.5	Share preferred contact email address in the group WhatsApp chat.	Complete.
1.6	Share project team contract first draft with all team members.	Complete
1.7	Share meeting minutes with all team members.	Complete.

1.8	Review and sign contract first draft.	Complete.
1.9	Share final signed contract with module tutor.	Complete.
1.10	Share new Zoom meeting link for next meeting.	Complete.
2.1	Build websites and identify security errors and share URL by Saturday 15 th May	Completed
2.2	Finish ppt pack for seminar	Completed
2.3	Trello board to be updated by CWa	Completed
2.4	Meeting minutes completed and uploaded to Google drive	Completed

Regular Items

TBC

New Items

TBC

AOB

CWa assigned admin rights for all the members on Trello

Next meeting on 25 May 2021 at 18:00 BST

Actions

No.	Action	Owner	Due Date
2.5	Sharing the team website login credentials to all team members	DI	21/05/2021
2.6	Sharing the URL with the Team B for testing purposes	DI	18/05/2021
2.7	Basic scans on Team B website to be performed by each team member and results shared	All	24/05/2021
2.8	Meeting minutes completed and uploaded to Google drive	DI	21/05/2021
2.6	Liaise with Team B to agree on business category for each website	FB	21/05/2021

Key Decisions

No.	Description
1	Meeting roles to be rotated from minute take to meeting chair– next meeting Cwa meeting chair DI minute taker
2	Trello board to be used to monitor group work
3	Meetings to be held every Tuesday at 18:00 BST until decided otherwise