

Team Nebular: NISM Project Meeting Minutes

Date & Time: Wednesday 15th 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: Dinko Isic

Meeting Chair: Jan Kuefner

Meeting purpose

1. Discuss the Unit 6 Report
2. Discuss tasks and planning activities for Unit 11 assignment
3. Discusses activities in Unit 7

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	Open
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

Regular Items

N/A

New Items

N/A

AOB

N/A

Actions

No.	Action	Owner	Due Date
6.7	Upload Unit 7 readings to Drive	Jan	23/06/21
6.8	Upload the outline of executive summary on Drive	Freya	23/06/21
6.9	Put the team website online	Dinko	15/06/21
7.1	Schedule with opposite team when to have their website online	Dinko	17/06/21
7.2	Unit 7 ePortfolio activity - Kali vs Nessus	Freya, Jan, Dinko	23/06/21
7.3	Seminar 4 preparation – Security standards	Charlotte, Craig	23/06/21

Key Decisions

No.	Description
6.3	Next meeting will take place on Thursday 24th June 18:00 BST.
6.4	Testing for Unit 11 assignment to start on 17.06.2021