

E-Guard Client Team Meeting Minutes

Date:	09/29/2013	Facilitator:	Lisa Snyder
Start Time:	7:30pm	Time Keeper:	Lisa Snyder
End Time:	9:30pm	Minute Keeper:	Lisa Snyder
Location:	Skype	Attendees:	Jaime Cedillo, Cas Dusute, Jeff Klanderman, Lisa Snyder

Objectives:

- A. Team members report research findings on the function/features required
 1. The monitoring function shall allow parents to check web activity, keystroke, chat, email, IM and launched application and send the log to the web team server in the real time.
(Jeff Klanderman)
 2. The client shall keep a local DB of unhealthy websites and synchronize the DB with the server team in a daily basis. (note: it is web team's responsibility to create and maintain the central DB)
(Cas Dusute)
 3. The client shall block unhealthy websites
(Cas Dusute)
 4. The client shall remove unhealthy words from search engine (note: it is web team's responsibility to create and maintain common unhealthy keywords)
(Lisa Snyder)
 5. Once a suspicious activity is identified, the client shall take snapshot of the screen and notify the web team's server. The suspicious activities include trying to browse unhealthy websites, nasty words appear in email/chat/IM or typing blocked keywords in search engine.
(Lisa Snyder)
 6. The client shall allow parents to configure the setting. The setting includes, blacklist, whitelist, blocked keyword, internet time control, categories to be blocked (it is web team's responsibility to create and maintain the website categories), etc.
(Jaime Cedillo)
 7. Only authorized users have access to the configuration and uninstall.
(Jaime Cedillo)
- B. Discuss Project Deliverables for 10/02/2013
 - Software Development Plan and Team Guide (Due 10/02/2013)
 - o Team structure and responsibilities – one page
 - Reach a consensus on Team approach (Democratic, Chief Program, or hybrid)
 - Assign initial responsibilities
 - o Risk Management Plan – one page
 - Brainstorm possible issues that could affect timing and quality of project
 - Assess the risks, prioritize and identify possible resolutions/work-around
 - o Configuration Management – 2 pages
 - Discuss possible source code and documentation control software
 - Discuss change management control policy/process

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Discuss Project Deliverables for 10/2/2013 (Continued)

- Test and Release Process – 2 pages
 - Discuss structure of the test plan
 - Requirements/process
 - Schedule
 - Test recording procedures
 - Hardware/Software requirements
 - Constraints
- Assign each component of Software Development Plan and Team Guide to a team member

Summary

- A. Team meeting began with each team member reporting their research findings on the functions/features required.
 - 1.) Jeff Klanderman reported that he has researched and written an application to test out keylogging with proposed programming language C#. He was able to successfully log user input from active windows while the key logger application ran in the background (stealth). He did raise an question of who would be responsible for categorizing the data recorded from the web activity, chat, email, IM and other launched applications. Next step is to document the name of the active window. Native browser history logs will be used to investigate/document web activity. He also said that we need clarification on the frequency of the real-time data to be sent to the web team. See Action Item 1 & 2
 - 2.) Cas Dusute proposed two options to the team for a local database. The team can use SQL Lite or SQL Server Express database that is created in Visual Studio within the project. She also provided links to msdn articles in the Research document in Google Docs
 - 3.) Cas Dusute proposed two options for blocking unhealthy websites
 - Change Windows Host Files
 - Proxy ServerCas recommends Proxy Server option and the team agreed
 - 4.) Lisa Snyder researched removing healthy words from search engine. We will use the unhealthy words maintained by the web team, but will require clarification on the requirement. Is the requirement asking for the stripping of the unhealthy words from the search string or blocking the search results returned from the search containing the unhealthy word. See Action Item 3
 - 5.) Lisa reported that she has code that can be used to create a screen capture written in C#. The team's assumption is that the key logger data will trigger the snapshot. The team will need further specifications on the following
 - How does the web team like to receive this information (format and frequency)See Action Item 4
 - 6.) Jaime Cedillo provided screenshots of design ideas for the Black/White List, Internet Time Control, Blocked Categories, Authorized Users, Configuration and Install. This will provide a guideline for our future GUI design
 - 7.) Jaime Cedillo will do further research on the technical aspect of controlling authorized user access and uninstallation (Registry or Database, etc.)
- B. Team discussed the Software Development Plan and Team Guide Project Deliverables for 10/2/2013 and assigned areas of responsibility
 - The team decided on a Democratic team approach. Cas Dusute will write the Team structure and responsibilities section. See Action Item 6
 - Jeff Klanderman volunteered to create the Risk Management Plan based on team feedback in Risk Management document. See Action Item 7

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- Jaime Cedillo will write the Configuration Management section of the Software Development Plan and Team Guide. Jaime will investigate the ability to set up source control software through CANVAS. See Action Item 8 & 9
- Lisa Snyder will write the Test and Release Process (2 pages) for the Software Development Plan and Team Guide. See Action Item 10

The team agreed to use Visual Studio for the project.

Action Items:

1. Team rep will contact web team to discuss which team is responsible for categorizing the data captured from key logging.
2. Team rep will contact web team to discuss the frequency of data from key logging to web team
3. Team rep will contact Dr. Xu to find out if there is a specific way to prevent a user from searching an unhealthy word (stripping the word from the search string or blocking the search results)
4. Team rep will contact the web team and get specification for the format and frequency of the screen capture
5. Jaime Cedillo will look into technical aspect of preventing unauthorized access and uninstall
6. Cas Dusute will create the Team structure and responsibilities (1 page) for the Software Development Plan and Team Guide. Team due date: 10/1/2013
7. Jeff Klanderman will create Risk Management document (1 page) for the Software Development Plan and Team Guide based off team feedback in Risk Management.doc. Team due date: 10/1/2013
8. Jaime Cedillo will create Configuration Management document (2 pages) for the Software Development Plan and Team Guide. Team due date: 10/1/2013
9. Jaime Cedillo to investigate the ability to use source control software through CANVAS.
10. Lisa Snyder to create the Test and Release Process for the Software Development Plan and Team Guide. Team due date: 10/1/2013
11. Team members will install Visual Studio 2010 or Visual Studio 2010 Express on their local development pc
12. All team members share code samples and documents in Google Docs

Wrap Up:

Team wrapped up the meeting with all questions answered and clear direction on next steps. We have scheduled an ad-hoc meeting for Tuesday, 10/1/2013 9:30pm via Skype to review the Software Development Plan and Team Guide that is due on 10/2/2013.

Upcoming Meetings:

10/1/2013 9:30pm via Skype Adhoc meeting to review project deliverables due 10/2/2013. Meeting Chair: Lisa Snyder
10/6/2013 7:30pm via Skype Team meeting. Meeting Chair: Jeff Klanderman