

Team Meeting

Week # 1

Date: 3/25/24

Time: 2:30pm

Location: Online

Meeting called by: Jessica Vecchio

Type of meeting: decision making

Facilitator:

Note taker:

Timekeeper:

Attendees: group 1

Please read: topic 1 description

Please bring: yourself and a good attitude

Minutes

Week #1- Agenda item: research and role assignment

Presenter: Jessica

Date: 3/25/24

Discussion: does anyone want to be assigned a specific part of the project? does anyone have any knowledge on the topic already? do we need to do any other group assignments for the following week?

Conclusions: we are all going to start working on our assigned portions of the project, and will finish up our other assignment today. We are also going to reach out to the professor regarding our fourth group member as we have not heard back from them.

Action items	Person responsible	Deadline
✓ research current threats	Jessica	4/8
✓ research modes of attacks	faris	4/8
✓ research how hospitals should prepare	marwan	4/8

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.