

# Team Meeting

**Week # 1**

**Date: 3/25/24**

**Time: 2:30pm**

**Location: Online**

**Meeting called by:** Jessica Vecchio

**Type of meeting:** decision making

**Facilitator:** faris

**Note taker:** jessica

**Timekeeper:** marwan

**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.

# Team Meeting

**Week # 2**

**Date: 4/9/24**

**Time: 6:15pm**

**Location: Webex**

<b>Meeting called by:</b>	Marwan Baroud	<b>Type of meeting:</b>	Following up
<b>Facilitator:</b>	Faris	<b>Note taker:</b>	Jessica
<b>Timekeeper:</b>	Mariglen		
<b>Attendees:</b>	Marwan, Faris, Mariglen, Jessica		
<b>Please read:</b>	N/A		
<b>Please bring:</b>	Your work		

## *Minutes*

---

<b>Week #1- Agenda item:</b>	Follow ups and assignment for Mariglen	<b>Presenter:</b>	Marwan
------------------------------	----------------------------------------	-------------------	--------

**Date: 4/9/24**

**Discussion:** How did the research go? What work will Mariglen do? When should we finalize the presentation? How should we split up the topics in a fair manner? When should we meet again to go over the final presentation?

**Conclusions:** Mariglen will work and help produce 1-3 slides for each topic with the given research that has been done. The presentation should be finalized by 4/13, and every topic is split in a fair manner between us all. We are going to meet on 4/14 to go over the final presentation and to tweak it as deemed necessary by all.

Action items	Person responsible	Deadline
✓ make slides for current threats	Jessica & Mariglen	4/13
✓ make slides for modes of attacks	Faris & Mariglen	4/13
✓ make slides for how hospitals should prepare	Marwan & Mariglen	4/13

---

## *Other Information*

**Resources:**

N/A

**Special notes:**

Use discord to keep each other updated, to ask questions, or if you need help

# Team Meeting

**Week # 3**

**Date:**

**Time:**

**Location:**

**Meeting called by:**

**Type of meeting:**

**Facilitator:**

**Note taker:**

**Timekeeper:**

**Attendees:**

**Please read:** Enter reading list here

**Please bring:** Enter items to bring here

## *Minutes*

---

**Week #1-  
Agenda item:** Enter agenda item here

**Presenter:** Enter presenter here

**Date:**

**Discussion:**

**Conclusions:**

**Action items**

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

**Person responsible**

Enter person responsible here

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

Enter deadline here

---

## *Other Information*

**Resources:**

Enter resources here.

**Special notes:**

Enter any special notes here.

# Team Meeting

**Week # 4**

**Date:**

**Time:**

**Location:**

**Meeting called by:**

**Type of meeting:**

**Facilitator:**

**Note taker:**

**Timekeeper:**

**Attendees:**

**Please read:** Enter reading list here

**Please bring:** Enter items to bring here

## *Minutes*

---

**Week #1-  
Agenda item:** Enter agenda item here

**Presenter:** Enter presenter here

**Date:**

**Discussion:**

**Conclusions:**

**Action items**

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

**Person responsible**

Enter person responsible here

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

Enter deadline here

---

## *Other Information*

**Resources:**

Enter resources here.

**Special notes:**

Enter any special notes here: