

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

Meeting called by: Marwan Baroud

Type of meeting: Following up

Facilitator: Faris

Note taker: Jessica

Timekeeper: Mariglen

Attendees: Marwan, Faris, Mariglen, Jessica

Please read: N/A

Please bring: Your work

Minutes

Week #2- Agenda item: Follow ups and assignment for Mariglen

Presenter: 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: 4/14/24

Time: 2pm

Location: Webex

Meeting called by:	Mariglen Poleshi	Type of meeting:	Check up
Facilitator:	Marwan	Note taker:	Jessica
Timekeeper:	Faris		
Attendees:	Marwan, Faris, Mariglen, Jessica		
Please read:	N/A		
Please bring:	Final Draft		

Minutes

Week #3- Agenda item:	Everyone worked on their part for the presentation, need to check up and see if we need to add anything else.	Presenter:	Mariglen
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Date: 04/14

Discussion: Let us review each slide with its topics. Do we need to add any information to the slides? Do we need to delete anything from the presentation? Is our information enough?

Conclusions: We need to add information to the topics Marwan and Jessica are doing. No need to delete anything from our slides. Our information is enough.

Action items	Person responsible	Deadline
✓ Add more info	Marwan & Faris	04/14 11pm
✓ Add supporting pictures	Jessica	04/14 11pm
✓ Work on intro	Mariglen	04/14 11pm

Other Information

Resources:

Enter resources here.

Special notes:

We will meet tomorrow at 12pm to finalize the presentation

Team Meeting

Week # 4

Date: 4/15/24

Time: 12pm

Location: Webex

Meeting called by: Faris Qaddoura

Type of meeting: Final Touches

Facilitator: Marwan

Note taker: Jessica

Timekeeper: Mariglen

Attendees: Marwan, Faris, Mariglen,
Jessica

Please read: N/A

Please bring: Final Draft

Minutes

**Week #4-
Agenda item:** Finalize the presentation and touch up
anything that needs to be touched up

Presenter: Faris

Date: 04/15

Discussion: Do we need to touch up on anything. How are we presenting? Presenting order? Are we ready for Tuesday 04/16?

Conclusions: Everything is ready to go for Tuesday. The presentation order has been set, and we should all be good to go for Tuesday

Action items

Person responsible

Deadline

✓ Review the slides you're presenting

Everyone

04/15 6pm

✓

✓

Other Information

Resources:

Enter resources here.

Special notes:

Communicate on discord if anything