# Team Meeting Minutes

**Date:** 12/3/2024

**Time:** 3:00 pm

**Location:** Remote

## Meeting Details

- **Meeting called by:** Mahmoud
- **Type of meeting:** Project Planning
- **Facilitator:** Mahmoud
- **Note taker:** Jamal
- **Timekeeper:** Shil
- **Attendees:** Mahmoud, Shil, Jamal

## Agenda

- Discuss project structure and division of tasks.
- Assign responsibilities for the presentation and report.
- Set deadlines for task completion.

## Minutes

### Agenda Item: Project Structure

**Presenter:** Mahmoud

**Discussion:** Addressed the need for a comprehensive analysis of cybersecurity in healthcare and assigned tasks to team members.

**Conclusions:** Tasks were divided based on the outline, with clear deadlines and responsibilities.

### Agenda Item: Task Assignments

**Presenter:** Mahmoud

**Action Items:**

| Action Item | Person Responsible | Deadline |
|---|---|---|
| Prepare slides and script for Section 2: "Various Modes of Cyberattacks, and finishthe cinclusion ." | Shil | 12/5 |
| Work on Section 3: "Recommendations for Healthcare System Preparedness." | Jamal | 12/5 |
| Handle Section 4: "The Role of Cybersecurity Partnerships." | Jamal | 12/5 |
| Oversee project progress and ensure timely submissions, and finish section 1 and the itnroduction. | Mahmoud | 12/5 |

# Next Steps

- Team members to provide updates weekly.
- Schedule a review meeting before the final submission.

*Prepared by Mahmoud*