

# Team Meeting

Date: 11/19/24

Time: 4:00 pm

Location: Virtual

Meeting called by: Sahil

Type of meeting: Project Check In

Facilitator: Mahmoud

Note taker: Riley

Timekeeper: Jamal

Attendees: Sahil, Mahmoud, Jamal, Riley

Please read: YWCC307 Posted Materials

Please bring: Updates on team progress (Individual)

## Minutes

**Agenda item:** Check in with group to view progress and ensure that slides are being worked on **Presenter:** Sahil

### Discussion:

Addressed group members and reminded them to work on their assigned slides and reminded Riley and Jamal to host a meeting next week.

### Conclusions:

The team had made some progress on assigned slides from the previous week. We were a little behind due to poor communication and unresponsiveness from some members. That concern was addressed and we continued to finish up our slides for the final presentation.

| Action items   | Person responsible | Deadline |
|--|--------------------|----------|
| ✓ Prepare slides and script for Recommendations for Healthcare System Preparedness | Jamal              | 12/1/24  |
| ✓ Prepare slides and script for Current State of Digital Threats in Healthcare     | Saad Mahmoud       | 12/1/24  |
| ✓ Prepare slides and script for Various modes of Cyberattacks                      | Riley              | 12/1/24  |
| ✓ Prepare slides and script for The Role of Cybersecurity Partnership              |                    |          |

## Other Information

### Special notes:

Groupmates were behind on their assigned part, and I emphasized the importance of finishing the slides before our presentation to ensure that we can practice our presentation beforehand. Informed the need for a weekly meeting and report that should be submitted individually on canvas.

Prepared by Sahil Shah