**WEEKLY AGENDA**

**WEEK-6**

**Discussion**

* Reviewed the completed interview responses received from the company.
* Analysed the responses to identify areas where the company may have gaps or potential for security improvement.
* Discussed possible solutions and recommendations to address the identified issues.
* Started refining the interview question and answer document to improve clarity, formatting, and professionalism.
* Briefly discussed progress on the Draft Report assignment and how to integrate findings from the interview analysis into the report.

**Tasks**

* Finalise the improved version of the interview Q&A.
* Begin drafting the sections of the Draft Report that relate to the company’s current security posture and identified weaknesses.
* Allocate tasks among team members for writing and reviewing different sections of the report.
* Continue to post regular project updates and shared files on Microsoft Teams for team visibility and tracking.