**Internal ACT Assessment Team Meeting/Kick-Off:  
Security Assessment & Risk Assessment**

**<System Name> (<System Acronym>)**

**Charge Code:** XXX-AA

**Password:** ABCDEFG

**Background:**

* On-site Dates: January 27 – 31, 2025
* Location: Main Data Center, 123 Main Street., Anytown, USA
* Security Level: Moderate
* Arrive On-Site: 0830 EST, Monday, January 27
* Kick-off Meeting: 0930 EST, Monday, January 27
* Primary <System Acronym> Contact: Jane Doe (123) 456-7890
* Primary <Vendor> Contact: John Appleseed (123) 456-7891
* Sign-in Contact (if needed): Jane Doe (123) 456-7892

**Arrival Logistics:**

* Team members without <Organization> badges should arrive in the Main Data Center Lobby (Central building) no later than 0830 to be signed in by Jane Doe.

**Assessment Scope:**

* **Security Assessment Type:** Limited scope (“FISMA 1/3”), excluding underlying OS, network infrastructure, etc.
* **Environment:** *Development* for application testing, *Production* for database review
* **Database:** Oracle 11gR2
* Please see the final Assessment Plan for detailed information.

**Interview & Test Schedule:**

* Interview calendar invitations will be forwarded.

**Assessment Logistics:**

* x

**Findings:**

* Daily out-briefings will begin Tuesday, January 28 at 3:00 PM.
* Findings must be provided to the Lead by 1:00 PM each day to be included in that day’s out-brief
* Be sure to discuss findings with your technical counterpart prior to submission.
* Please be available to speak to the finding if necessary during the daily out-brief.

**Team Contact Information:**

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| --- | --- | --- | --- |
| Name | Position | Phone Number | Email Address |
|  | Lead Assessor |  |  |
|  | M&O Assessor |  |  |
|  | Application Assessor |  |  |
|  | Application Assessor |  |  |
|  | Application Assessor |  |  |
|  | Database Assessor |  |  |
|  | Mainframe Assessor |  |  |
|  | UNIX Assessor |  |  |
|  | Windows Assessor |  |  |
|  | Virtualization Assessor |  |  |
|  | Cloud Assessor |  |  |
|  | Network Assessor |  |  |
|  | Privacy SME |  |  |

**Data Repository:**

http://???