

Version <X.Y>

<Date>

Prepared for:

<Organization>

Prepared by:

<Author(s)>

Contract: <Contract ID>

<Other Front Matter>

<Organization-specific legal boilerplate, if applicable>

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This document is derived from  
*MITRE Adaptive Capabilities Testing (ACT)™*.  
act.mitre.org | act@mitre.org

<Organization>

MITRE Adaptive Capabilities Testing (ACT)™

<System Name> (<System Acronym>)

<Meeting Type>  
Meeting Notes

**Note to the Author Using this Template:**

This is a *template* for producing a MITRE ACT template tailored to your specific organization. Everything in this template can and should be customized by you to meet your organization’s specific needs and objectives.

Various objects and sections of text throughout the template are highlighted – these are **items that are very likely to require customization**, but you are free and encouraged to **edit the entire document and process** to suit your organization’s needs. By documenting your actual ACT process (including how it deviates from the baseline herein) in this template you are ensuring that your ACT assessments are consistent, repeatable, and can be accurately compared to assessments from other organizations’ implementations of ACT.

# Meeting Purpose

ACT kick-off to exchange information on assessment approach and gather information on the system to be tested.

# Logistics

Table . Meeting Logistics

|  |  |
| --- | --- |
| Date |  |
| Time |  |
| Location |  |
| Date of Next Meeting |  |
| Time of Next Meeting |  |
| Location of Next Meeting |  |

# Attendees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Organization | Phone Number | Email Address |
| ACT Security Assessment Lead |  |  |  |  |
| ACT Risk Assessment Lead |  |  |  |  |
| ACT Assessment Team Note Taker |  |  |  |  |
| Assessment POC: <System Acronym> |  |  |  |  |
| Assessment POC: <Contractor> |  |  |  |  |
| Application Developer |  |  |  |  |
| Business Owner |  |  |  |  |
| Cloud Services Administrator |  |  |  |  |
| Configuration Manager |  |  |  |  |
| Contingency Planning Manager |  |  |  |  |
| Contracting Officer (COR) |  |  |  |  |
| Cyber Risk Advisor (CRA) |  |  |  |  |
| Database Administrator |  |  |  |  |
| Datacenter/Facilities Manager |  |  |  |  |
| Development Lead |  |  |  |  |
| Firewall Administrator |  |  |  |  |
| Human Resources Manager |  |  |  |  |
| Incident Handling Manager |  |  |  |  |
| Information System Security Officer / Manager (ISSO/ISSM) |  |  |  |  |
| Mainframe Administrator |  |  |  |  |
| Media Custodian |  |  |  |  |
| Middleware Utilities Administrator |  |  |  |  |
| Network Administrator |  |  |  |  |
| Privacy Subject Matter Expert (PSME) |  |  |  |  |
| Program Manager |  |  |  |  |
| Security Utilities Administrator |  |  |  |  |
| System Administrator |  |  |  |  |
| System Owner |  |  |  |  |
| Training Manager |  |  |  |  |
| Virtualization Administrator |  |  |  |  |

# Activity and Status Discussion

<Discussion of assessment activity and current status.>

# Meeting Decisions

Table . Meeting Decisions

|  |  |
| --- | --- |
| Discussion Topic | Decision / Comments |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 1. <Any limitations noted during the call, such as network scanning times, different locations where testing will be performed, etc.> |  |

# Action Items

Table . Existing Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Responsible Person | Due Date | Completed By | Completed Date | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table . New Action Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Responsible Person | Due Date | Completed By | Completed Date | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |