

Team Meeting Minutes

Project Title: Digital Security Threats in Healthcare

Meeting Number: 4

Host: Md Rapu

Date: 11/23/2024

Time: 5:00pm

Location: Online, Google Meet

Attendees:

- Yousuf Laeeq
 - Matt Cuvanov
 - MD Rapu
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Meeting Agenda:

1. Review completed slides for the presentation.
 2. Rehearse the presentation to ensure smooth delivery and timing.
 3. Incorporate peer feedback to refine the final draft.
 4. Plan for submission of presentation materials.
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Discussion Points:

Review of Slides

- **MD Rapu:** I showed the strategy slides by using a comparison chart. Team suggested adding a brief summary for easier understanding.
- **Yousuf Laeeq:** Presented the finalized research slides with case studies, and gathered feedback on slide flow and visual appeal.
- **Matt Cuvanov:** Shared simplified attack diagrams. Feedback included improving clarity and alignment with research data.

Presentation Rehearsal

- We did a sample run-through of the presentation that was timed.
- We identified areas for improvement, like where we can transition smoother, and details to leave out or include for run on slides.

Incorporating Feedback

- Decided to adjust visuals, adding a solid theme, for consistency across slides.

- The team looked to rephrase technical words in the slides for easier comprehension.

Submission Planning

- Set a deadline to finalize all materials by 11/29/2024.
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Action Items:

1. **Matt Cuvanov:** Enhance clarity of diagrams and prepare speaker notes for the "Modes of Attack" section by 11/29/2024.
 2. **MD Rapu:** Add summaries to preparation strategy slides and refine comparison charts for better readability by 11/29/2024.
 3. **Yousuf Laeeq:** Refine visuals on research slides and ensure alignment with case studies by 11/29/2024.
 4. **Entire Team:** Prepare for a final group rehearsal before submission.
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Next Meeting:

Date and Time: 11/29/2024 @ 6pm

Agenda:

- Conduct a final rehearsal of the full presentation.
- Confirm all materials are ready for submission.
- Address any last-minute concerns or improvements.