

Team Meeting Minutes

Project Title: Digital Security Threats in Healthcare

Meeting Number: 5

Host: Md Rapu

Date: 11/29/2024

Time: 6:00pm

Location: Online, Google Meet

Attendees:

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

1. Run the final practice run for the show.
 2. Go over the timing and slide changes again.
 3. Make sure that the presentation looks the same all over.
 4. Talk about how to answer questions from the crowd.
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Discussion Points:

Presentation Rehearsal

- We ran through the entire presentation as a group, each of us presenting our sections.
- There were some places where the changes between parts felt sudden, like when it went from "Modes of Attack" to "Preparation Strategies." There were changes made to how we hand off to each other.
- Timing was a bit uneven, so we practiced pacing to ensure we stayed within our time limit.

Slide Review

- We looked over each slide carefully together to see if there were any design problems. We fixed a few slides right away that had font sizes that weren't the same.
- Matt changed how his diagrams were laid out to make them easier to understand and made sure the colors and style fit the rest of the deck.

Q&A Preparation

- We talked about questions that people might have, like how much protection measures cost or what effect some case studies have.
- Each of us was in charge of answering questions about our own parts. For instance, Yousuf will answer questions about case studies, and Matt will talk about the technical parts of attack methods.

Final Confirmation

- We double-checked that the slide deck was finalized and ready to submit.
 - Everyone agreed that the visuals and flow looked polished, and we were confident in our ability to deliver the presentation.
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Action Items:

1. Md Rapu: Practice giving the section on preparation methods and improve the way you explain the comparison chart.
2. Yousuf Laeeq: Get ready to answer questions about the case study and make sure the data slide is up to date for more accuracy.
3. I'm Matt Cuvanov. Make small changes to the diagrams and go over your clear explanations again and again.
4. Whole Team: Individually go over the slide deck one last time to make sure everything is ready before sending it in.