

# OSS Cybersecurity Internal Team Working Agreement

## Purpose

This document serves to outline the working guidelines and principles governing the OSS Cybersecurity Internal Support team to better foster collaboration and communication to achieve our primary objectives:

1. To strengthen the cybersecurity posture of Open Source w/ SLU and all its partners
2. To assist with cybersecurity education of developers
3. To contribute to the wider Open Source ecosystem in a productive and secure manner

## Team Members

The team members and their responsibilities are as follows:

Client: Daniel Shown (providing high level direction/communicating wants & needs)

Tech Lead: Samuel Kann (understanding and breaking down client requests into work for developers, leading developers and managing schedules)

Developers: Roemen Edwards, Dennis Sheynkerman, Samuel Kann (implementing work and providing support to internal and external project)

## Communication

Acceptable forms of communication for announcements, meeting schedules, and other non-confidential information include verbal communication, email, GitHub, and Slack channel #oss\_cybersecurity. For handling confidential audits and vulnerability discussion, conversations must take place on the internal GitHub and internal #oss\_cybersecurity\_internal Slack channel. No confidential information shall be shared outside of these channels unless it's a secure, enclosed, isolated space. It is expected that response time for any vulnerability discussion is prompt, and all members of the team should respond to a notification of a vulnerability within 24 hours.

## Work Process

Work over the course of the semester will be divided into 2 categories: security infrastructure development and incident response and will be completed over a series of 2-week sprints. All work must be reviewed before being published, and any code being contributed to a repository should have some level of impact analysis to ensure it strengthens the security posture of the project. In addition to

internal work, we will be contributing to the wider Open Source ecosystem. This contribution should be a serious addition that serves the community. This contribution will be loosely made in one sprint.

To help facilitate collaboration while working, we will be meeting twice a week. The first meeting will be Mondays at 4:10PM in the Busch Student Center room 253 for our standard class meeting time, the other time will be defined week by week based on team availability. This meeting will take place in SSE 210 unless otherwise stated, and will primarily focus on the Sprint updates and review, unless some other matter needs to be addressed.

## Disclosure

Over the course of the semester, it will be the responsibility of the team, including the client, to draft and implement a disclosure policy, and to follow that policy when reporting any vulnerabilities.

## Acknowledgement

By digitally signing this document, I acknowledge I will abide by the terms of this team agreement, and should the need arise to change this document I will work with the team to identify areas that need to be addressed and help in codifying a new policy to abide by.

A handwritten signature in black ink, appearing to read "Samuel Kinn". The signature is fluid and cursive, with the first name "Samuel" and the last name "Kinn" clearly distinguishable.