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| **MSc Cyber Security**  **Meeting number:** 01  **Location: Google Meet**  **Minutes Prepared By:** Ashokkumar | | | **Group 1-** Secure Software Development | **Date:** 10/11/2022  **Time:**12 PM GMT | |
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| Attendees present during the meeting (A: Absent, P: Present) | | | | | |
|  | | | | | |
| **Attendee Name** | | **Initials** | **Absent (A) /Present (P)** | | |
| Ashok Kumar | | A.K | P | | |
| Uvaraj Balasubraman | | U.B | P | | |
| Amit Pahuja | | A.P | P | | |
| Shailender Kudachi | | S.K | P | | |
| Maryam Al-Shibani | | M.A | NA | | |
|  | | | | | |
| **Meeting Discussion Topic:** Team Contract document updates & | | | | | |
|  | | | | | |
| **Item No** | **Discussion / Action Points** | | | | **Action By** |
| 1. | Discussed about the contract document | | | | ALL |
| 2. | Updated the team goals in the document | | | | UB |
| 3. | Discussed about the participation and contribution | | | | All |
| 4 | Discussed about the mode team communication for chats, screensharing and file store. | | | | All |
| 5. | WhatsApp group for chats, Google meet and google drive has been finalized. | | | | All |
| 6. | Agreed upon the meeting and contract policy document | | | | All |
| 7. | The initial version of Contract document shared with Tutor | | | | UB |
|  |  | | | |  |
|  |  | | | |  |
| Action Items: | | | | | |
| 1. | WhatsApp group creation | | | | UB |
| 2. | Reach out to Maryam on her availability | | | | UB/AK/AP |
| 3. | Google drive creation | | | | AP |
| 4. | Prepare and come up with ideas for the project | | | | All |
| 5. | Setup follow-up meeting on 19th Nov | | | | AK |
|  |  | | | |  |