Team Meeting 02

Meeting called by: Sohaib Chachar	**Type of meeting:** Project Planning and Task Assignment

Attendees: Sohaib Chachar, Tobey Chan, Ranique Huggins, John Nasseh

Please read: Materials related to healthcare threats, modes of attacks, and healthcare system defenses.

Please bring: Access to relevant research, any previous notes or findings.

Minutes

Agenda item: Task Assignment & Role Clarification

Discussion:

Last week, Ranique assigned the team to conduct general research on healthcare security issues. After completing initial research, the team agreed it would be more effective to divide specific research areas to avoid overlap. This approach was presented, and team members shared their preferences for different sections of the project.

- Tobey volunteered to focus on the current state of threats facing hospitals.
- John agreed to handle the different modes of attacks.
- Ranique and Sohaib decided to collaborate on solutions for preparing the healthcare system against potential threats.

Conclusions:

Roles were assigned based on comfort level and expertise, and each member is responsible for conducting in-depth research in their respective area for next week's meeting.

Action items	Person responsible
✓ Conduct research on current threats	Tobey
✓ Research various modes of attacks	John
✓ Develop solution strategies	Sohaib & Ranique

Agenda item: Document Sharing and Workflow

Discussion:

The team discussed the process for compiling and sharing their research findings. To keep files organized and prevent clutter, each member will conduct independent research, then consolidate findings into a shared document during the next meeting.

Conclusions:

Members will work individually on research and bring insights to next week's meeting for compilation.

Action items	Person responsible
✓ Conduct individual research and prepare notes	All team members

Agenda item: Future Meetings

Discussion:

Weekly meetings were confirmed for Tuesdays at 6 PM. The group agreed on virtual meetings but expressed a desire for at least one in-person session closer to the project deadline to practice the presentation.

Conclusions:

Team meetings are set for Tuesdays at 6 PM, with flexibility for an in-person meeting in late November for presentation preparation.