

Team Meeting 04

11/19/2024

6:20PM

Discord Call

Meeting called by: John Nasseh **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: Presentation Creation & Clarification

Discussion:

We confirmed that everyone had completed their research and decided that the next step would be to start creating the presentation. John created a Google Slides presentation and shared it with the group. Tobey shared a combined document containing everyone's research to streamline the slide creation process. We agreed that we should all complete our slides by Saturday or Sunday so that we can meet and practice on the following Tuesday.

Conclusions:

Research has been completed and we have started on creating the presentation.

Action items	Person responsible
✓ Start & complete slides	All
✓ Slide formatting (focus on content first)	All

Agenda item: Presentation Structure

Discussion:

The team discussed how the presentation should be structured and how long each person should have to do their part. We agreed that the first 2 sections should be around 5-7 minutes, and the solution section should be 10. The first half will be the premise, and the second half will be the solution. We also agreed to worry about the look and design of the presentation after we have completed it.

Conclusions:

Went over the overall structure of the slide and what the presentation will look like.

Action items	Person responsible
✓ Email professor tomorrow to confirm length	John

Agenda item: Presentation Practice

Discussion:

The team agreed to meet on Tuesday the 26th to practice the presentation in person so that we will be prepared for the final presentation.