

**UoEo NISM Group 3
MEETING**

AGENDA

Date of meeting: 14th November

Venue: Zoom

<https://us02web.zoom.us/j/9025746143?pwd=Mndxa1kyR3l5NkVDQ1VmMDJ0emZtdz09>

Meeting ID: 902 574 6143

Passcode: PT10

Time: 9pm HKT / 4pm Yemen

Members: Jonathan, Ying, Haseeb

Required:

Items:

1. Review of previous meetings minutes
2. Meet and greet
3. Team Contract
4. A.O.B.

MINUTES

Date of meeting:

Venue:

Zoom

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Meeting ID: 902 574 6143

Passcode: PT10

Time:

9pm HKT / 4pm Yemen

Members:

Jonathan, Ying, Haseeb

Apologies:

None

Minutes: Jonathan

Required:

Item:	Time:	Details:	Who:	Action:	When:
1. Review of last meeting minutes	N/A	N/A			
2. Meet & greet	5 mins	Team members introduced and welcomed each other. Despite the previous efforts of contact, we were unable to meet one member and ultimately the group became a team of three.	All	N/A	N/A
3. Team contract	40min	<u>Establish goals</u> Address the vulnerability for the allocated website We will need a website to run scans against. To develop website penetration test skills. <u>Group expectations</u> Build a professional rapport and relationship with team members. Engage in discussion and meetings.	Jon		

		<u>Policies and procedures</u> Divide the assignment into smaller tasks Evaluate the outcomes Distribute the tasks between group members Meet prior to assessment deadlines to agree on finalising work. <u>Roles</u> Project leader - All Minutes - All website developer - Haseeb reviewer/auditor - Ying report writer - Jon Rotate roles <i>Due to the change in assignment, roles were changed and shared.</i> <u>Consequences</u> Small group, so we can discuss easily and overcome challenges Discuss with group members Consider strategies to mitigate any disputes Evaluate/review performance Further intervention Discuss with the tutor for further support		Contract was agreed and signed A signed contract to be sent to the course tutor.	16/11/21
4. A.O.B.		Next meeting will be on 24 November.			