

Daily Scrum Meeting Minutes:

Date: 10/20/2025

Attendees: Barbara Andino, Amelia DiGennaro, Damian Figueroa-Gonzalez, Moath Hussein

Start time: 10:40pm

End time: 11:15pm

Sprint 4, Day 6

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I shared the control mapping document and summary with the team for review. I also gathered initial feedback regarding control effectiveness.
- What is planned to be done until the next scrum meeting?
 - I plan to start implementing the team's feedback by refining control details. I also want to make sure the mappings are balanced across corrective measures.
- What are the hurdles?
 - None at the moment.

Amelia DiGennaro:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I finished the draft of the preventative controls summary and made a few edits to improve the clarity and details. I also began outlining how the information will be presented in the final report.
- What is planned to be done until the next scrum meeting?
 - I plan to present the draft of the summary to my team and receive their feedback, and to continue working on the outline for the information presentation in the final report.
- What are the hurdles?
 - None at the moment.

Damian Figueroa-Gonzalez:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - Since the last scrum meeting, I organized the mitigation strategies into sections based on their risk severity. I also reviewed each section to ensure the strategies address the threats identified in the risk assessment.
- What is planned to be done until the next scrum meeting?
 - I plan to continue refining the structure, review for clarity and consistency, and make any adjustments before sharing the document with the team for feedback.

- What are the hurdles?
 - None at this moment.

Moath Hussein:

- How many hours did I work since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - To determine which Cybersecurity framework best suits the project's objectives, I began comparing controls with those established by NIST and ISO.
- What is planned to be done until the next scrum meeting?
 - I intend to incorporate the specific controls in the initial version of the Secure Architecture to showcase their placement and efficacy.
- What are the hurdles?
 - None for today