

Daily Scrum Meeting Minutes:

Date: 10/21/2025

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

Start time: 10:00 pm

End time: 10:20 pm

Sprint 4, Day 7

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I refined the control mapping based on my team's feedback. I adjusted the descriptions for a few controls to make their purpose and relationship to the identified risk easier to understand.
- What is planned to be done until the next scrum meeting?
 - I plan to finalize the mapping document and ensure that each control is properly labeled and backed up in the summary section before letting the team review it again.
- 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 presented my draft of the preventative controls summary to my team and received their helpful feedback. I also continued to work on the information outline.
- What is planned to be done until the next scrum meeting?
 - I plan to implement my team's suggestions into the final draft of the summary to improve the quality and clarity. I also plan on continuing to add to the information outline.
- 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 reviewed the organized mitigation strategies and made minor edits to improve clarity and consistency.
- What is planned to be done until the next scrum meeting?

- I plan to finish refining the document and prepare it for initial team feedback, ensuring all mitigation strategies are clearly written and categorized.
- 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?
 - I began by comparing the combined control examples with NIST and ISO cybersecurity frameworks to ensure compliance with industry standards.
- What is planned to be done until the next scrum meeting?
 - I plan to incorporate specific controls into the initial secure infrastructure scheme to demonstrate their functionality within the system.
- What are the hurdles?
 - None for today