

Daily Scrum Meeting Minutes:

Date: 10/23/2025

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

Start time: 6:20 pm

End time: 6:45 pm

Sprint 4, Day 9

Barbara Andino:

- How many hours have I worked since the last meeting?
 - 3 hours
- What was done since the last scrum meeting?
 - I met with my team to review the finalized risk-to-control mapping document. We discussed the control assignments and agreed they address the identified risks and I made some edits in the control descriptions to improve clarity and consistency.
- What is planned to be done until the next scrum meeting?
 - I plan to include the team's suggestions and prepare the document for submission at the end of the sprint.
- 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 had my team review the finalized draft of the preventative controls summary and received their final approval, making sure it is ready to be integrated into the risk assessment document.
- What is planned to be done until the next scrum meeting?
 - I plan to continue to expand on the information outline with more details to strengthen the content and ensure it aligns with our project scope.
- 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 finalized most sections of the mitigation strategy document and ensured that each mitigation aligns with the corresponding risks. I also began preparing the document to share with the team for final feedback.
- What is planned to be done until the next scrum meeting?
 - I plan to incorporate any feedback from the team and make final edits.

- 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?
 - Conduct a brief analysis of the previous USB drop case studies to identify common control gaps and effective mitigation strategies.
- What is planned to be done until the next scrum meeting?
 - A plan to formulate recommendations to improve user awareness and response procedures related to USB drop incidents.
- What are the hurdles?
 - None for today