

Record of Meetings

Meeting ID	Date of Meeting	Location	Subject	Action Items
58	2/19/2002	UCP	Discussed security requirements for Risk Assessments, security plans and C&A.	
59	2/20/2002	UCP	Assisted Bob develop data gathering strategy to expedite risk assessment	Once completed, review risk assessment to ensure findings are thorough and documented fully.
56	2/21/2002	USP 10th floor	Risk Assessment/ SLC support/ Security plan support	Send Barbara ED Inventory Form Guidance. Ingwalson will send barbara the URL for SSO Reference Guide.
57	2/21/2002	USP 10th floor	Provide S plan guidance to CSC	Report to CSC by COB 2/27/02 on guidance we will give MA systems as to which section to associate their security plan to the VDC's security plan.
62	2/27/2002	UCP	Discussed scope and level of effort for PEPS risk assessment.	Continue to support PEPS risk assessment as necessary.
61	2/28/2002	UCP	Andy reviewed FSA business. Reported on the changed dates for the risk assessment.	

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63	3/5/2002	UCP	Provided guidance for planning and implementing upcoming risk assessment. Conducted condensed risk assessment training for contractors to complete DLSS risk assessment.	
64	3/7/2002	UCP	Provide additional risk assessment guidance for ERM SSO.	
65	3/12/2002	ROB3	C&A training	ED CIO will provide detailed C&A guidance by the end of March.
66	3/14/2002	UCP	COD IPR	Issue: COD SSO not present.
67	3/19/2002	UCP	VDC Security plan guidance	Review the VDC security plan for thoroughness by COB April 5.
69	3/20/2002	UCP	Discuss the OCTS risk assessment and security requirements	
68	3/21/2002	UCP	Met with Financial Partners and Schools Portal representatives to discuss security requirements	Accenture needs to complete and inventory worksheet to determine the applications sensitivity and criticality rating.
71	3/26/2002	UCP - CNN	Conducted Security SLC training course for SSOs and several contractors	Issue updates to SLC as soon as possible.

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72	3/27/2002	UCP	Attended OCTAVE conference discussing SEI's Threat/Vulnerability analysis methodology.	
70	3/27/2002	UCP	Conference Call to define the scope of the DLSS Risk Assessment. Made level of effort determination for several DLSS facilities	Contractor will update schematic drawing and create a matrix identifying facilities within and outside of the RA scope.