

Agenda/Meeting Minutes – Cyber Security School Challenge

Meeting Information			
Meeting Name	Cyber Security School Challenge – Core Team	Facilitator	Lisa Hodkinson
Purpose	Help protect our kids and give back to our community - together we can positively influence thousands of lives and perhaps even save a few. Provide a discussion and decision-making forum for guiding Team Nationwide in the Cyber Security School Challenge across the nation.		
Date	April 12, 2011	Time	12:00 – 1:00
Location	DOWNTOWN: Plaza 3 –7th Floor – Caesar Conference Room		
Participants	Attending: Lisa Hodkinson, H. Drake, P. Bordron, L. Junk, K. Lowery, B. McKenna, J. McKitrick, Mathews Thomas, Cherise Wise, C. Walker Not Attending:		

Meeting Agenda				
Item	Topic/Discussion	Presenter	Time	Additional Details
1	<ul style="list-style-type: none"> ■ Kick-Off 	Lisa	12:00 – 12:05	Inform <ul style="list-style-type: none"> ○ Intros ○ Cyber Security Challenge <ul style="list-style-type: none"> ○ Purpose ○ Timeline ○ Why Should We Spend Time on This? <ul style="list-style-type: none"> ○ Protect our Kids ○ Thought-Leadership ○ Give-back to Community ○ Our Heritage ○ Engagement and Fun ○ Balance Work and Community
2	<ul style="list-style-type: none"> ■ What is the Challenge? 	Lisa	12:05 – 12:15	Inform <ul style="list-style-type: none"> ○ Challenge Rules ○ Review the information, games and programs provided by partners and choose the lesson plans that suit your needs. ○ Go to the schools of your choice and teach the lessons. ○ Report back to us on your progress and get counted in the Challenge! ○ Are you up for the Challenge? ○ Decide Team Name

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3	<ul style="list-style-type: none"> ■ Review Education Materials from Website 	Lisa	12:15 – 12:20	<p>Inform</p> <p>Action Item: review education materials on http://challenge.ewf-usa.com/ - All</p> <p>Action Item: summarize key points and send out to team – Holly</p>
4	<ul style="list-style-type: none"> ■ Brainstorm Venues 	All	12:20 – 12:25	<p>Decide</p> <ul style="list-style-type: none"> ○ School is out in 60 days – where can we focus over summer? <p>Action Item: develop scorecard to track progress – TBD</p>
5	<ul style="list-style-type: none"> ■ Make an Impact 	All	12:25 – 12:35	<p>Decide</p> <ul style="list-style-type: none"> ○ Decide Goal ○ Decide how to track progress ○ Marketing within Nationwide – InSide Online <p>Action Item: develop scorecard to track progress – TBD</p>
6	<ul style="list-style-type: none"> ■ Recruit Others to Help 	All	12:35 – 12:45	<p>Decide</p> <ul style="list-style-type: none"> ○ How many needed? ○ Who to target? <ul style="list-style-type: none"> ▪ Don't need to be Security professional ▪ Others in IRM, IT, Privacy, Audits, ERM ○ Decide Kick-off date with Team Nationwide. Get Guru to help kick-off. <p>Action Item: recruit others – All</p>
7	<ul style="list-style-type: none"> ■ Logistics 	Lisa	12:45 – 12:50	<p>Decide</p> <ul style="list-style-type: none"> ○ Meeting frequency ○ Roles and Responsibilities <ul style="list-style-type: none"> ▪ Sponsor - Lisa ▪ Leader – Holly – facilitate / drive core team meetings ▪ Scheduler – work with schools and assign presenters (3 per school) – see sample letter - TBD ▪ Lesson Planners – decide what material to use for most impact on audience – TBD ▪ Coaches?
8	<ul style="list-style-type: none"> ■ Let's get our first school scheduled! 	Lisa	12:50 – 12:55	<p>Inform</p> <p>Then do debrief on lessons learned before next</p>
9	<ul style="list-style-type: none"> ■ Wrap Up 	Lisa	12:55 – 1:00	<p>THANK YOU!</p> <p>Next meeting: April 26, 2011</p>