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| A close up of a logo  Description automatically generated |  | A picture containing shirt  Description automatically generated |

Agenda

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| Client name:  Location | vCIO name:  Date: |

Attendees:

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| Time | Description |
| 5 min | Check-in |
| 10 min | • Recent updates  - Provide client a high-level overview on what major technology they have implemented in the WFH shift  - Give bullet points of areas you will be addressing during the meeting (assets, security, risk/exposure assessment) |
| 5 min | Client updates  • What organization changes have occurred due to this situation that has impacted:   * Staffing * Technology needs * Business demand   • Are there any new models (hybrid work from home for example) for the organization that we should address?  Asset report (What have we recently put in place and need to inventory?) |
| 15 min | Review of Exposure and Risk  • To Dos:   * Policy and Procedures Assessment in light of situation * Security Exposure Assessment * Asset and user report * License/contract review * Budget report |
| 5 min | Wrap-up and Closure  • Document new actions items (to become tickets)  • Summarize customer deliverables |