

KICKOFF MEETING AGENDA

Internal Network & Active Directory Penetration Test

Engagement	Q2 2026 Internal Network & AD Penetration Test
SOW Reference	TDSC-SOW-2026-001
Date	March 23, 2026
Time	10:00 AM – 11:30 AM EST (90 minutes)
Platform	Microsoft Teams
Facilitator	Rumbidzai Moyo (TadiSec, Engagement Lead)

Required Attendees

Name	Organization	Role
Rumbidzai Moyo	TadiSec	Engagement Lead / Facilitator
Tonderai Chigubhu	TadiSec	Lead Tester
Oliver Whitaker	Navigating Security Corp.	CISO / Primary POC
Aarav Patel	Navigating Security Corp.	IT Director / Technical POC
Cathy Williams	Navigating Security Corp.	SOC Manager / Emergency POC

Agenda

Time	Duration	Agenda Item
10:00 AM	5 min	1. Welcome & Introductions Team introductions. Confirm all required attendees are present. Set expectations for the session.
10:05 AM	10 min	2. Engagement Overview & Scope Confirmation Review SOW Section 5. Confirm: <ul style="list-style-type: none">• In-scope target: DC01 (10.1.1.10) only• Domain: navigatingsecurity.corp• All other hosts on 10.1.1.0/24 are out of scope• Host discovery scanning of the /24 is permitted for mapping
10:15 AM	10 min	3. Testing Objectives Review

		Walk through SOW Section 3. Confirm primary objectives and any additional custom objectives. Address questions about assumed breach model and privilege escalation targets.
10:25 AM	15 min	4. Credential Handoff & Access Verification Confirm and verify the following: <ul style="list-style-type: none"> • t.chigubhu domain account provisioned and functional • Account group membership confirmed: Domain Users only • VPN access configured and tested (if testing remotely) • TDSC-TEST-01 can reach DC01 (10.1.1.10) on standard AD ports • Credentials delivered via secure channel (KeepPassXC or encrypted handoff)
10:40 AM	10 min	5. Rules of Engagement & Testing Constraints Review ROE highlights: <ul style="list-style-type: none"> • Testing hours: Mon–Fri 9 AM – 6 PM EST • Blackout: March 30–31 (month-end processing) • High-risk techniques require notification to Aarav Patel • Single-DC caution — heightened care on DC01 • Password spray limit: 3 attempts per account per 30-minute window
10:50 AM	10 min	6. Emergency Procedures & Escalation Confirm emergency contacts and escalation matrix: <ul style="list-style-type: none"> • Emergency POC: Cathy Williams — +1 (212) 555-0199 (24/7 during testing) • Service disruption: halt → call Cathy within 15 min → written summary within 2 hrs • Critical finding: call Cathy within 1 hr → written advisory within 4 hrs • Distribute Emergency Contact Card to all attendees
11:00 AM	10 min	7. SOC Notification & De-Confliction Confirm SOC posture and source indicators: <ul style="list-style-type: none"> • SOC posture: Alert but No Response (monitor, log, do not block) • TadiSec hostname: TDSC-TEST-01 • TadiSec source IP: 10.1.1.200 (or VPN endpoint - confirm now) • Domain account: t.chigubhu • De-confliction hotline: Rumbidzai Moyo +263 77 234 8901 • Confirm: Has the SOC been briefed? Are indicators loaded into Splunk?
11:10 AM	5 min	8. Communication Channels <ul style="list-style-type: none"> • Daily status: Microsoft Teams channel "TadiSec × NavSec — Pentest" • Real-time coordination: Same Teams channel; DM Aarav for urgent items • Report delivery: Encrypted email (PGP) to Oliver and Aarav • Confirm: Is the Teams channel created? Are all attendees added?
11:15 AM	5 min	9. Backup Confirmation Confirm DC01 backup per SOW Section 11.1: <ul style="list-style-type: none"> • DC01 backup completed: Yes Date: 03/10/2026 • Backup verified restorable: Yes Verified by: Aarav Patel
11:20 AM	10 min	10. Open Questions & Discussion Address any remaining questions from either party. Resolve any outstanding items from the Pre-Engagement Questionnaire (attached).

Post-Kickoff Action Items

#	Action	Owner	Due
---	--------	-------	-----

1	Provision t.chigubhu account and confirm group membership	Aarav Patel	March 23, 2026 (before EOD)
2	Configure and test VPN access for TDSC-TEST-01	Aarav Patel	March 23, 2026
3	Create Teams channel and add all attendees	Aarav Patel	March 23, 2026
4	Brief SOC on engagement window and TadiSec indicators	Cathy Williams	March 23, 2026
5	Load TadiSec source indicators into Splunk for correlation	Cathy Williams	March 23, 2026
6	Confirm DC01 backup is current and restorable	Aarav Patel	March 23, 2026
7	Distribute Emergency Contact Card to all stakeholders	Rumbidzai Moyo	March 23, 2026
8	Confirm testing can proceed — go/no-go decision	Oliver Whitaker	March 23, 2026 EOD

Go / No-Go Decision

Testing is authorized to begin on March 24, 2026 at 9:00 AM EST, contingent on completion of all action items above.

Go: **Yes** **No** **Conditional (see notes below)**

Notes: N/A

Confirmed by: Oliver Whitaker (CISO) Date: 03/16/2026

— End of Kickoff Meeting Agenda —