

Weekly ISMS sync — 2026-07-24

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status	draft
owner	Olaf Jacobson
classification	Internal

Attendees: Olaf Jacobson, Andrea Cardinali (CyberSquad) — TODO(owner): confirm attendance (Thomas/Melvin for the backup and tooling items?) **Status:** agenda prepared 2026-07-20; decisions and outcomes to be recorded during/after the session.

Register at time of prep: 74 documents · 57 draft · 2 template · 15 superseded · 0 approved (0%) · no reviews overdue.

1. Since the last sync (2026-07-02) — 5 min

- **Lean overhaul merged** ([PR #24](#)): entire corpus rewritten Soon-specific, –67% volume, 16 documents merged into anchors with traceable superseded stubs; MD5 password hashing corrected to bcrypt/argon2.
- **Q&A round applied** ([PR #22](#)): backup reality now honestly documented — **PITR is off**, retention 7d (prod) / 30d (Knab), **no off-account isolation, restore never tested** (risk R-15).
- **Evidence system + GRC design** ([PR #23](#)); Supabase removed from all stack references (owner-confirmed not used).
- Gap analysis run against ISO 27001: SoA covers all 93 Annex A controls with justified exclusions; the mandatory document set is nearly complete — see focus.

2. Focus this week — 10 min

#	Action	Owner
1	Approval batch 1: review & approve Context & Scope, Information Security Policy, Roles (05-2), Risk Assessment & Treatment Process (06-2); sign the Executive Support Letter	Olaf
2	Risk Treatment Plan (06-4) — generate from the Risk Assessment Report; the last mandatory ISO document still at template status	Andrea
3	SoA v0.2 — update rows to the post-overhaul document structure; close "to create" items that now exist	Andrea
4	Process Interaction Overview (08-1) — one page, clause 8.1	Andrea
5	Schedule the first restore test — biggest open finding (R-15); Melvin owns backups	Olaf → Melvin

3. Decisions needed (top open TODO(owner) items) — 10 min

1. **Backup retention:** is 7 days (RDS default) sufficient for the main production DB, or align upward? Set a date for the first restore test.

2. **Assign owners:** ~25 documents still have owner: TBD — split across Olaf/Thomas/Melvin/Alessandro.
3. **Tooling questions (Thomas):** MDM/EDR on laptops yes/no; IaC tooling; WorkOS non-SSO system list; staging data question (Q6: does staging touch real customer data?).
4. **Patch SLAs:** confirm proposal (critical 7d / high 30d) and pentest cadence/vendor.
5. **Intercom EU migration ([Linear S-303](#)):** status and target date.

4. Blockers — 5 min

No hard blockers; progress depends on the decisions above. The Business/ICT Continuity Plan (A.5.29/A.5.30) is the only genuinely missing document — involve Thomas.

5. Outcomes & decisions (fill in during the meeting)

- TODO(owner): record decisions, assignments and dates here after the session.