## Jan 22, 2025 | [Client meeting SE Team 16](https://www.google.com/calendar/event?eid=aGhlamgyZG9xbTRtczdoNXRzMG40NnJ0dG9fMjAyNTAxMjJUMTU0NTAwWiAyMmYxMDAwMTUyQGRzLnN0dWR5LmlpdG0uYWMuaW4)

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Saranya Nayak

Notes

* All of us introduce ourselves and our role in the project.
* Anish shared the screen to show milestone 1 progress
* TA said he is satisfied that we have already assigned roles and structured the team with a good variety of expertise.
* TA confirmed that we are going in the right direction
* He advised us to better format the milestone document
* We have asked about use of tools like Canva and he approved it
* TA confirmed we can use any number of courses.
* Front end can be any courses but don't waste time on each functions
* It's better if we can create something similar to SEEK portal
* Don't waste time on making fancy stuff. Work on basic first and work on extras later
* Scrum master to document everything
* We should use a project management tool like Jira
* Learner journey map can be created with tools like Mural
* We can take reference from previous term projects
* We are already on track.

Action items

* Use Canva for modifying the report - Anish
* Implement Jira for project management - Sarath
* Check Mural or other tools - All
* Decide on the tool for Learner journey map - Anish
* Check the user stories and refine them - All
* Discussion about front end UI - All