**CS673 Software Engineering**

**Team 2 - CareerForge**

**Meeting Minutes**

All meeting minutes are kept in this single document. The latest meeting minutes should be at the beginning of the document. For example, meeting 3 minutes is placed before meeting 2 in the document. The team leader should prepare a basic agenda for the meeting and team members should rotate to be the minutes taker. Each group should have at least one meeting per week, and you may have multiple meetings if needed.

**Meeting 8**

**Date and Time:** October 11

**Place**: Google Meet

**Participants:** Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Yongxiang Chen

**Timekeeper:** 5-5:30 pm

**Purpose:** Discuss the final iteration, the Presentation and the Demo

### Aganda:

* Go through the final requirements
* Discuss the final presentation and PPT progress
* Discuss demo video requirements and individual contributions
* Review documentation.

**Discussions:**

* Stacey and James are working on the final PowerPoint. It covers most of the previous iterations and can reuse content from older presentations. Jimmy is working on some updates.
* The Demo will describe all features of the application and each team member’s individual contributions. Each person should record at least a 5-minute demo and send it to Pedro by Sunday.
* The presentation will be divided so that each person presents the slides related to the parts they worked on in previous iteration videos.
* Everyone needs to fill out their Progress Report.
* Stacey will close out all the remaining risks in the Risk Management section.
* Presentation requirements: need to explain all aspects covered in the documentation, including testing, security, and other major sections.
* Demo requirements: each person should explain their own contribution and give an overview of the entire project.

**Key Decisions:**

* Everyone must appear on camera in the final video and the demo.
* Each team member will record a minimum 5-minute demo focusing on their contributions and project features.

**Action Items:**

* Stacey & James: Finalize the PowerPoint presentation.
* Stacey: Compile all presentation videos and prepare the final merged presentation video.
* Qi Chen: Add more content on requirement analysis to PPT; help with documentation.
* Yongxiang Chen: Help with documentation.
* Pedro: Compile all demo videos.

Everyone:

* Record your demo (around 5 minutes and **Camera On**) showing contributions and application features. Send demo videos to Pedro by Sunday.
* Record your presentation (around 5 minutes and **Camera On**) and send to Stacey.
* Complete Progress Report.

**Meeting 7**

**Date and Time:** October 6

**Place**: Google Meet

**Participants:** Gopi, Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Stacey

**Timekeeper:** 7-7:30 pm

**Purpose:** Discuss next steps for this week

**Agenda:**

* Is Iteration 2 ready? Do we need to make any final adjustments?
* Set up the CI/CD pipeline for the front end.
* Discuss the state of the backend deployment — I can help if needed.
* Add more tests to strengthen coverage (optional).
* Fix a few minor issues on the mobile version.
* Discuss the final iteration and presentation.

**Discussions:**

* Frontend work is done. We just need to deploy it. Plan is to deploy tomorrow or the next day.
* CI/CD pipeline to be set up
* Backend - issues with config. Container keeps restarting. Need to keep digging. Need to post on Discord when we find the issue and fix it.
* Few minor issues with front end mobile version that needs to be fixed
* Few issues with front end tests that aren’t passing. Need to make a few more.
* Iteration 2 - Due tomorrow.
  + Everyone needs to complete progress report.
  + STD doc needs a little more work. Pedro needs to sign.
  + No changes need to SDD.
  + Need a demo. Pedro videoed and Yongxiang voiced over.
  + Need to do a release. Gopi to release. Plan is to get the backend sorted before the release.
* For last release and presentation. Everyone needs to be available to present. Might need to set up a time over the weekend to talk about who is presenting what. We can start with the powerpoint.
  + Plan is to break up the presentation with the backend and the frontend portion with a demo.
  + Everyone to record their own 3-4 minutes to focus on the work they contributed.
* Last meeting next Monday. Videos to be completed by Sunday. Send videos to Pedro by Friday. Final video by Monday.

**Key Decisions:**

* Just need to fix issues with backend and deploy frontend and we will be live.
* Need to focus on Iteration 3 submission

**Action Items:**

* Pedro to deploy frontend within the next day or so and set up CI/CD pipeline
* Backend team - Need to post on Discord when issue is fixed with backend container
* Jimmy to fix front end mobile issues
* Yongxiang to create a few more front end tests
* Everyone needs to complete progress report. Jimmy has updated the team side of it
* Gopi to do a release for Iteration 2
* Stacey to create powerpoint for the final iteration
* Once release is done, need to submit via blackboard. Gopi to do this.
* Everyone to record their portion of the video for the last iteration
* Qi Chen to help with documentation
* Pedro to get final video ready by Monday

**Meeting 6**

**Date and Time:** October 1

**Place**: Google Meet

**Participants:** Gopi, Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Stacey Burns

**Timekeeper:** 7-7:30 pm

**Purpose:** Discuss next steps for this week

**Agenda:**

* Remaining tasks on the front-end side
* Current front-end pull requests
* Deployment planning (front-end and back-end, possible deployment day)
* Remaining tasks on the back-end side
* Current back-end pull requests
* This week’s iteration (responsibilities and planning)
* Other concerns or open questions that you might have. (For example, this week I noticed that the **Rise jobs API**: won't work in the “filter by location” feature since the API only returns 118 jobs, and most of them are not in the same place. This API is intended for learning purposes and not production-level data where thousands of jobs are available.)

**Discussions:**

* Remaining tasks on the front-end side/Current front-end pull requests
* Back endpoints/Current back-end pull requests. Need to connect the front end still. For logging in and registering, it took awhile to connect. PR from Jimmy we need to merge. Jimmy’s part needs to be connected to the backend. Pedro to connect the job portion. Jimmy and Yongxiang to do Part 2 iteration submission.
* Remaining tasks on the back-end side - What is remaining? We have 2 PRs that need merging. Need to check on Postman that endpoints still work as expected. Need to get those PRs approved and merged within the next day or 2. Goal is get the frontend connected to the backend by Sunday.
* Deployment - If everything goes okay, we can deploy Monday or Tuesday for frontend. Will try to deploy sooner. Backend is continuously deployed. Need to provide domain to fronten.
  + Domains are currently <http://54.227.173.227/> and <http://54.227.173.227/api/actuator/health>
* This week’s iteration (responsibilities and planning) - Discussed in action items below, but the biggest thing is that we need to finalize all endpoints and get frontend connected to backend
* Other concerns or open questions that you might have
  + API only returns 118 jobs, won’t be able to filter by location. Will need to remove this from the application. We can filter by other aspects.
  + Naming conventions - Right now we have a lot of backend classes looking for first name and last name, but in the registration we are only sending email, name, and password. Name is just in 1 field. We decided to use one name column. Need to look at current PRs and database.

**Key Decisions:**

* Should have a final product by Monday
* Need to remove Last Name from DB and just have “Name”

**Action Items:**

* Pedro to connect the front end with the back end for Jobs endpoints.
* Jimmy and Yongxiang to get together to do Iteration 2 submission.
* Backend team - Need to finalize endpoints and ensure we are only using 1 name field (not First Name and Last Name)
* Stacey to help with updating \_SPPP document
* Pedro to deploy the frontend this week
* Can continue on testing once we deploy
* Next meeting to be Monday afternoon

**Meeting 5**

**Date and Time:** September 22nd

**Place**: Google Meet

**Participants:** Gopi, Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Yongxiang Chen

**Timekeeper:** 7-7:30 pm

**Purpose:** Discuss next steps for next week

**Agenda:**

* Challenges encountered this week
* Plan for next week

**Discussions:**

* Works need to be done by iteration 1 DDL:
  + Created a folder for iterations so that the TA and the instructor can easily find them
  + Qi Chen will add all required files for Iteration 1, finalize pull requests, and release tonight
  + Check all files and videos for Iteration 1 and create a release
  + Move everything from the dev branch to the master branch
  + Finish Progress Report and SPPP
* Frontend updats:
  + Showcased what was done last week
  + Need to connect the frontend with the backend and create the MyJob page
  + Next week: frontend will connect with backend and begin testing
* Plan for completing iteration 1:
  + Token authorization is set up
  + Login and register APIs are completed
  + Next week: implement unit tests to resolve existing errors

**Key Decisions:**

* Use Email and Password to log in or Username and Password (TBD).
* Discuss whether to set up a CI/CD pipeline for automation or continue manual deployment.

**Action Items:**

* Pedro to create tickets for frontend-backend connection and testing.
* James to help finalize frontend tasks.
* Yongxiang to focus on frontend testing.
* Backend team to implement unit tests next week

**Meeting 4**

**Date and Time:** September 17th

**Place:** Google Meet

**Participants:** Pedro, Yongxiang Chen, James (Team B)

**Minutes taker:** James Rose

**Timekeeper:** 7:10-8:20 pm

**Purpose:** Discuss next steps and resolve overlap issues

**Agenda:**

* Resolve class/package conflicts and prevent future overlaps
* Review GitHub workflow and pull request process
* Assign responsibilities for Aside section and UI improvements
* Plan next development steps and deadlines

**Discussions:**

Conflict resolution: The team reviewed the recent class/package conflicts. Pedro walked through the process of fixing package classes and demonstrated how to properly create new pull requests. The importance of running git pull regularly was emphasized to avoid future merge conflicts.

**GitHub workflow:** Members discussed operating GitHub from the terminal in Visual Studio Code to streamline version control tasks.

**UI improvements:** The team decided to improve the overall look of the application. Specific changes include enlarging the logo, adjusting border colors, and refining the color theme (limited to 3–4 colors, ideally 3).

**Aside section:** James will complete the Aside section by Friday and submit a pull request.

**Responsiveness:** Both James and Chen agreed to keep cross-device compatibility in mind by ensuring all items remain within the same wrapper for consistent layout.

**Next tasks:** Chen will work on further UI improvements over the weekend.

**Key Decisions:**

* Class/package conflicts fixed, with improved GitHub practices to prevent repeats.
* Application design will use a 3–4 color theme for a clean, consistent look.
* Aside section due Friday, with pull request by James.
* Chen to focus on UI refinements over the weekend.

**Action Items:**

* James: Complete Aside section and submit pull request by Friday.
* Chen: Work on UI styling and visual appeal over the weekend.
* Team: Ensure all components are contained in the same wrapper for responsiveness.
* All members: Use git pull regularly and follow GitHub terminal workflow to avoid conflicts.

**Meeting 3**

**Date and Time:** September 15th

**Place**: Google Meet

**Participants:** Gopi, Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Qi Chen

**Timekeeper:** 7-7:30pm

**Purpose:** Discuss next steps

**Agenda:**

* Challenges encountered this week
* Plan for completing Iteration 1

**Discussions:**

* Challenges team members encountered:
  + Getting familiar with the system
  + Running SpringBoot on local machine
  + Trying to build and run code on local machine
* Plan for completing iteration 1:
  + Discussion planned for iteration 1 presentation
  + Schedule time for next team standup
  + Discussion of required deliverables for iteration 1

**Key Decisions:**

* Discuss iteration 1 presentation later. A draft of the presentation is provided by Qi Chen.
* Team standup will be held on Wednesday.

**Action Items:**

* Move all tasks related to lab2 into the icebox.
* Team meetup on Wednesday.
* Prepare for iteration 1 presentation.

**Meeting 2**

**Date and Time:** September 10th

**Place**: Google Meet

**Participants:** Gopi, Pedro, Yongxiang Chen, James, Qi Chen, Stacey

**Minutes taker:** Stacey

**Timekeeper:** 7-730pm

**Purpose:** Discuss next steps

**Agenda:**

* How are we handling document submission through GitHub?
* Finalize deliverables
* Get started on Iteration 1

**Discussions:**

* CareerForge Design Proposal
  + Login/Register Screen
    - Username, Email and Password
      * Do we want to include email field here? TBD
    - Register Button
    - Login Button
  + Once logged in, the left side will have a list of jobs, the middle will be 1 job, and the right field will have field, location, type, and my jobs links
    - Allow change in screen color (dark and light theme)
    - Need GIT request to API to display the apps
    - If user clicks apply, the information gets pushed to the backend with the app ID, description, etc
    - If user doesn’t click on apply button, we will sent data to backend in a different column from applied button
    - What’s the difference in functionality between saving and applying?
      * One will be saved and one will be applied
    - On landing page, how will we determine which job is highlighted?
      * Whichever job is at the top of the list will appear here
    - Will the Rise API be in the backend and then pass that to the frontend?
      * Rise API is free and will provide a list of jobs already built into the return call
  + Purpose of the app is to have a tracking system
    - Will see all jobs you have applied to and/or saved and/or delete
* CareerForge Roadmap
  + Will be splitting the team up between the front and backend
  + First week we need to set up front and back end, database schema
  + Second week - authentication with JWT
    - Frontend team will create job results page, job detail components, and algorithms to filter
    - Backend team to work on authentication and REST endpoints
  + Third week we will implement saving, applying, deleting to database and implement the my jobs dashboard
  + Fourth Week will be meant for testing and deploy database (SQLite or PostGres(RDS from Amazon))
  + Fifth week - polishing, finalize testing, prepare for presentation demo
* Login/Registration Activity Flow
  + Login path that has a forgot password link - Is this going to be too much?
  + User chooses login or register
    - If password is not valid or weak, we need to throw error
    - If valid, we need to hash the password
    - All validation will need to be in backend
      * Actual email, etc
      * JWT token to be used
* For this week deliverables, please be sure you complete your tab for the progress report

**Key Decisions:**

* Spec design has been approved

**Action Items:**

* Team to download postman and check out Rise API and the data it returns
* Jimmy to find a platform to create tickets and manage the project (ClickUp?)
  + Need something with agile layout (user story and sprint function)
* Gopi and Pedro will to start creating tasks/tickets
* If anyone has any suggestions on designs, please raise ASAP
* Plan to meet again on Monday at 7pm
* Complete individual progress reports

**Meeting 1**

**Date and Time:** September 7th 11-1pm EST

**Place**: Google Meet

**Participants:** 5

**Minutes taker:** Stacey Burns

**Timekeeper:** 11-1pm

**Purpose:** Kick off meeting

**Agenda:**

* Introductions
* Discuss tech stack to be used for the project
* Discuss and decide on what project we should do
* Assign roles
* Discuss deliverables needed for Iteration 0
* Review \_SPPP document

**Discussions:**

* What project ideas do people have?
  + One idea is to have a job search web application where you can log in, search for jobs, apply for jobs, add and delete. Users will be able to create their own credentials. It would be simple and would include both front and back end dev work. Pedro has checked out some free APIs we can use here. Pedro would be in charge of the requirements with this one.
  + Another idea we discussed was a study group matcher. It would connect students in the same class based on schedules and study preferences. Cuts down on the friction of forming groups.
  + Another idea was an app to track calendar events. Campus Event Hub- Centralized calendar for university events, with RSVP, reminders, and map integration. Solves the “I didn’t know this was happening” problem.
  + Another idea was MindTrack Software. It would be an app based around emotions, mood tracking, and more.
* What tech stacks are people comfortable using?
  + JS with Typescript, [node.js](http://node.js), and react, java, and python
* Started to work through the \_SPPP document
  + What should our team name be?
    - Decided between a few, but CareerForge won out
  + What roles would people like to take on?
    - It looks like most people are comfortable with the roles they signed up for. We just need a team leader.
  + Added revision history to the document
  + What is the overview of our project?
    - What is the motivation, purpose, and the potential users for this project? What is the basic functionality we want to implement?
    - We discussed how we want the user to be able to search for jobs, create their own accounts, save jobs, and track the status of their applications
  + What are some similar software applications that currently exist and how do they differ?
    - We focused on LinkedIn, Indeed and identified the simplicity of our app with no ads
  + Requirements
    - We discussed whether we want to focus on just employees or on employer as well. If employers are able to use the site, they can post their jobs for the employees to see. However, there is concern about time and complexity of the project. An employer would need their own user group and completely separate interface so that would require more work and time we might not have. Added this as a desirable feature
    - Should we be able to export data?
    - Since employers will not be our sole focus at first, we discussed using stubbed/mock data for job postings initially.
    - What are the person hours per task? We are unsure of the total person hours for each, but we discussed that the more complex tasks would be around 40 person hours. For the first requirement to be completed, we would need the frontend, the backend, API, and DB set up and ready to go.
    - What are some desirable, optional, and non-functional requirements we want to focus on?
    - Security requirements - Level of complexity?
      * MFA, password hashing
  + Management Plan
    - Based on the above, we discussed how our first iteration would focus on user creation/access and the ability to view job listings. Future iterations will focus on search functionality, and job applications.
  + Risk Management
    - We need to complete the Risk Management \_SPPP for Iteration 0.
  + Timeline
    - For the first iteration, we will focus on user account creation and mock data for job postings. We discussed the person hours it would take for this and the tasks needed.
    - The second iteration will focus on MFA and password hashing. We discussed the person hours it would take for this and the tasks needed.
    - The third iteration will focus on search and save functionality. We discussed the person hours it would take for this and the tasks needed.
  + Configuration Management Plan
    - Discussed what kinds of CI/CD pipelines people are used to working with. Jenkins has been used. For purposes of our project, we will be using GitHub Actions.
    - ChatGPT, IntelliJ, and VS Code were discussed
    - Docker - are folks experienced with it? Is it something we will be able to use for this project?
    - What SAST/DAST tools can we use?
  + Code Branching Strategy
    - Looking at the git branching strategies article, we discussed GitFlow and trunk based development. GitFlow seems to make the most sense for us, using a dev for development, QA for testing, and master as the main branch we merge to.
  + QA Plan
    - Discussed automation framework to be used, including metrics - what they mean, coding standards, and code review process.
      * We should use a checklist for reviews
    - Testing will involve automation, manual, and unit testing.
    - Defect management - should we raise a task in JIRA? It was noted that GitHub has it’s own defect management tool. We will use that - GitHub Issues.
  + AI Usage Log
    - Noted that AI that is being used will need to be added as an appendix to our documents
* What are our next steps?
* How often should we be meeting weekly?

**Key Decisions:**

* We decided to go with the job search web application
* We choose to build the back end using java and the frontend using JS with react and typescript
* Our group name/project name would be CareerForge
* The team roles will be as follows:
  + Gopi - Config Leader
  + Pedro - Design and Implementation
  + James - Team Leader
  + Qi Chen - Requirement Leader
  + Stacey - QA Leader
* For CI/CD, we will be using GitHub Actions
* Our commit and branching strategy will follow similarly to GitFlow
* We should aim to meet twice a week

**Action Items:**

* Stacey to write up the meeting minutes formally
* Gopi to create a time management link to schedule standups and meetings for the future
  + Plan is to meet at least twice a week
* Pedro to complete the [Readme.md](http://readme.md) file
* Pedro to set up the GitHub repository
* James to get familiar with GitHub, VS code with copilot
* Stacey to complete the Risk Management\_SPPP for submission
* Stacey to create a JIRA board
* Team to research SAST and DAST