

CS673 Software Engineering

Team 5 : CVCoach

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 17, 2024, 3:41 PM

Place: 1010 Commonwealth Ave, Room 314

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Review recent developments in iteration 1, and discuss the plan for iteration 2.

Agenda:

1. Review recent developments in iteration 1.
2. Discuss the plan for iteration 2.

Discussions:

- **Authentication and APIs:** Discussed finalizing the Google authentication button and resolving existing permission issues. Efforts to complete the integration of two APIs were highlighted, with the team expressing readiness for further testing.
- **CD Pipeline:** Progress in automating the deployment of Docker images and their management on Google Cloud was reviewed. A new domain was purchased to support the project, enhancing the public accessibility of the project.
- **Modeling and Data Retrieval:** Explored potential changes in the project's

approach to matching job descriptions with resumes, considering the use of new modeling techniques. The need for fine-tuning models and scraping additional data was discussed, emphasizing the urgency due to project timelines.

Key Decisions:

1. Proceed with the current authentication solution while continuing to resolve existing issues.
2. Implement the automated CD pipeline as detailed, ensuring all components are operational by the next week.
3. Evaluate new modeling techniques for job description matching and initiate data scraping for additional inputs needed for model training.

Action Items:

1. Linchen Xu to finalize the integration of the Google authentication button and ensure all API functionalities are tested.
2. Linchen Xu and Lin Ma to support backend members in the future.
3. Zihan Zhou to lead the effort in modeling adjustments and data retrieval.

Meeting 7

Date and Time: October 10, 2024, 3:27 PM

Place: 1010 Commonwealth Ave, Room 314

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao. Haochen Sun is absent for surgery.

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Finalize tasks for the upcoming presentation and review progress on various project components, including API deployment and Google authentication services.

Agenda:

1. Final preparations for the project presentation.

2. Review of task assignments and progress on Google authentication services.
3. Discussion on the deployment of Docker images and Google Cloud services.

Discussions:

1. **Presentation Preparation:** Emphasized the need to finalize all materials for the upcoming presentation, with specific roles assigned to each team member to cover the development to deployment phases.
2. **Google Authentication Services:** Reviewed issues with the Google authentication service, including problems with permissions and user access, and plans to resolve these by the next meeting.
3. **API and Docker Deployment:** Discussed the deployment of Docker images via Google Cloud services, and the setup of a new Google Cloud account for project needs. The accessibility of services via IP and port was confirmed.

Key Decisions:

1. All team members finalize their presentation parts by the end of this week.
2. Resolve all pending issues with Google authentication services to ensure seamless user experience.
3. Continue with the deployment of Docker images and ensure all backend services are ready for the final presentation.

Action Items:

1. Lin Ma to prepare the recording for the next presentation and ensure all materials are ready.
2. Lichen Xu to resolve the issues with Google authentication services and finalize the API configurations.
3. Lin Ma to ensure the Docker images are properly deployed and accessible via Google Cloud.
4. All team members rehearse their parts for the upcoming presentation to ensure smooth delivery.

Meeting 6

Date and Time: October 3, 2024, 4:00 PM

Place: 1010 Commonwealth Ave Room 314

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao, Haochen Sun

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Review progress on project tasks, particularly authentication service integration, resume analysis platform requirements, and job description data retrieval.

Agenda:

1. Status updates on project tasks
2. Discussion on integration of authentication services
3. Progress on resume analysis platform requirements
4. Retrieval and setup of job description data for database use

Discussions:

1. **Authentication Service:** Discussed the completion of Google authentication service testing, noted some issues with service access permissions which need further resolution.
2. **Resume Analysis Platform:** Progress on setting up the platform requirements was reviewed. There is a focus on ensuring the database configurations for local and online environments are operational.
3. **Job Description Data:** The retrieval of job description data for the project's database was discussed, including the need to ensure accurate and extensive data collection to support the AI functionalities.
4. **Project Management:** Concerns were raised about the detailed task management on Jira and ensuring all tasks are updated and tracked properly.

Key Decisions:

1. Continue refinement and testing of the Google authentication service to resolve existing issues.
2. Prioritize the completion of the resume analysis platform setup to meet upcoming project milestones.
3. Accelerate the process of job description data retrieval and integration into the database.

Action Items:

1. Linchen Xu to follow up on authentication service issues and coordinate with the team to resolve them.

2. Zihan Zhou to oversee the setup of the resume analysis platform and ensure database configurations are completed.
3. Zhen Cao to take charge of gathering and integrating job description data into the system.
4. Lin Ma to update the project management tasks on Jira and ensure all team members have clear assignments and deadlines.
5. Haochen Sun to write a crawler for crawling job descriptions.

Meeting 5

Date and Time: September 29, 2024, 2PM

Place: Online Meeting

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao, Haochen Sun

Minutes Taker: Lin Ma

Timekeeper: Lin Ma

Purpose: To discuss the missed deadline for SE's iteration0 submission and identify root causes, lessons learned, and action items to prevent future incidents.

Agenda:

1. Overview of the Incident
2. Root Cause Analysis
3. What Went Well
4. Areas for Improvement
5. Summary and Action Plan

Discussions:

- Overview: The team discussed the missed deadline for SE's iteration0 submission, which was originally due on September 26, 2024.
- Root Causes:
 - The primary issue was forgetting to submit the assignment.
 - Waiting for other PRs to be checked in delayed the submission.
 - There was ambiguity regarding the assignment ownership.
 - Required files were not fully completed, leading to a delay in submission.
- What Went Well:

- LinChen reminded the team member promptly after noticing the oversight.
- A quick solution was implemented to submit the necessary documents.
- An email was sent to the professor explaining the situation.
- The team responded swiftly to the situation.
- Areas for Improvement:
 - Establish a clear Release Date that no longer accepts new PRs.
 - Set a Submission Date and assign an Assignment Owner.
 - Break down and complete required files early in the iteration cycle.
 - Post progress updates and TODO items before meetings.

Key Decisions:

- Define a Release Date and Submission Date to align with deadlines.
- Assign a clear Assignment Owner to manage submissions.
- Break down assignments into task items and track progress.

Action Items:

- Submission Owner: LinChen Xu xlc98@bu.edu
 - Ensure all required files are completed and submitted on time.
- Team Members: Break down the assignment into task items and post progress updates before the weekly scrum meeting.
- Requirement Owner: haocsun@bu.edu
 - Collect tasks from the Discord channel.
 - Create GitHub issues and link them to Jira.

Summary:

- Checkout Release Branch Date: The last Sunday before each iteration.
- Release Date: The last Tuesday before each iteration.
- Submission Date: Same as Release Date at 8 PM.
- Submission Owner: LinChen Xu xlc98@bu.edu
- Requirement Owner: haocsun@bu.edu

Meeting 4

Date and Time: September 26, 2024, 3:35 PM

Place: 1010 Commonwealth Ave Room 314

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao, Haochen Sun

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Detailed discussion on project tasks, deployment strategies, and API integration for the AI resume analysis application.

Agenda:

1. Update on project tasks and progress.
2. Discussion on deployment strategies and API integration.
3. Review and assignment of tasks for backend and frontend development.

Discussions:

1. Project Updates: Linchen Xu reviewed the requirements and suggested revisions. The team discussed various aspects such as user authentication, data security, and the use of APIs for resume analysis.
2. Deployment Strategy: The discussion covered the deployment of the application using cloud services and the considerations for setting up a robust and secure environment. Emphasis was placed on using vector databases and optimizing API queries to handle large datasets.
3. API Integration: The team planned the integration of APIs for resume parsing, job matching, and generating interview questions. The possibility of using external services for these features was also explored.
4. Frontend and Backend Tasks: Lin Ma, Zhen Cao and Zihan Zhou were assigned specific tasks related to the frontend and backend development, respectively. The team agreed on the need for effective collaboration between frontend and backend teams to ensure seamless integration.

Key Decisions:

1. Proceed with the revised requirements for the project as suggested by Haochen Sun.
2. Implement cloud services for deployment and utilize vector databases for efficient data handling.
3. Integrate external APIs for key functionalities like resume parsing and job matching.
4. Milestones for each iteration:
 - a. End of Iteration 1: Finish the development and testing of Resume Analysis function.
 - b. End of Iteration 2: Finish the development and testing of Q&A function, interview question suggestion function and deployment function.
 - c. End of Iteration 3: Develop optional/desirable functions if time allows.

Action Items:

1. Haochen Sun to finalize the requirement documentation by the next meeting.
2. Lin Ma to update the frontend based on the revised requirements and ensure integration with backend services.
3. Zihan Zhou to coordinate with the backend team to integrate APIs and test the services.
4. Linchen Xu to oversee the entire project coordination, ensuring all teams meet the upcoming milestones.

Meeting 3

Date and Time: September 19, 2024, 3:35 PM

Place: Pardee Library

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao, Haochen Sun

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Discussion on detailed project planning, functional requirements, and task assignments for the AI resume analysis application.

Agenda:

1. Review of project goals and progress
2. Discussion on technology stack and security aspects
3. Task division and timeline for upcoming development
4. Presentation preparation and finalizing high-level requirements

Discussions:

1. **Project Overview:** The team discussed the core functionality of the AI resume analysis system, focusing on features such as resume evaluation, matching with job descriptions, generating interview questions, and recommending projects.
2. **Technology Stack:** The team decided on using existing APIs for resume analysis and discussed incorporating database management and back-end services.
3. **Security Considerations:** Security concerns were addressed based on class lectures, with the team agreeing to revisit specific security measures before the final presentation.
4. **Task Assignment:** Lin Ma will be in charge of front-end development. The back-end will be divided among team members, with focus areas including API integration and general back-end structure.
5. **Next Steps:** A shared document will be used to track progress. A presentation is planned for the following week, where the high-level functional requirements will be finalized by Haochen Sun. From now on, Haochen Sun will be Requirement Leader instead, and Linchen Xu will take over the role of Design and Implementation

Leader.

Roles assigned:

1. Linchen Xu: Team Leader, Design and Implementation Leader
2. Lin Ma: Configuration Leader
3. Zihan Zhou: Security Leader
4. Zhen Cao: QA Leader
5. Haochen Sun: Requirement Leader

Key Decisions:

1. Finalize functional requirements for the resume analysis AI system.
2. Prepare for the upcoming project presentation by finalizing all necessary documents and project milestones.

Action Items:

1. Lin Ma will draft the front-end structure and UI by next meeting.
2. Zihan Zhou will draft the design the general backend structure, and AI backend structure design will be drafted by Zhen Cao.
3. All team members will complete their respective sections of the document.
4. Finalize security measures for the project before the presentation.

Meeting 2

Date and Time: September 14, 2024, 2:46 PM

Place: Pardee Library L214C

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Discussion on AI resume analysis application and project planning

Agenda:

1. Review of previous meeting decisions and project progress.
2. Discussion on project requirements and division of tasks.
3. Planning the development of AI resume analysis functionality.
4. Assigning tasks for the upcoming week.

Discussions:

1. Project Progress: The team recapped previous discussions and agreed to proceed with the AI resume analysis project. They discussed integrating AI functionality to analyze and suggest improvements to resumes based on job descriptions.
2. Task Assignment: Lin Ma will handle all front-end development, focusing on setting up the user interface and interactions.
3. Planning: The team considered creating a shared project document to manage

tasks and high-level functional requirements.

Key Decisions:

1. Continue working on the resume analysis AI project.
2. Lin Ma will handle all front-end development.
3. The team will finalize the functional requirements before the next meeting.

Action Items:

1. Lin Ma will prepare a draft of the front-end requirements.
2. Team members work on the shared document and fill in their respective sections.

Meeting 1

Date and Time: September 7, 2024, 2:44 PM

Place: Pardee Library L318N

Participants: Linchen Xu, Lin Ma, Zihan Zhou, Zhen Cao

Minutes Taker: Linchen Xu

Timekeeper: Linchen Xu

Purpose: Initial project discussion on AI resume analysis application

Agenda:

1. Discuss project goals and tasks
2. Decide on the AI technology stack and API usage
3. Set initial project milestones

Discussions:

1. Project Goals: The team discussed building an AI-powered resume analysis tool to match resumes with job descriptions. They explored using APIs to optimize the process and handle large-scale data.
2. Technology Stack: The team proposed using external AI models for NLP tasks such as keyword extraction and job matching.
3. Next Steps: Team members will conduct further research on NLP tools and APIs to finalize the technology stack.

Roles assigned:

1. Linchen Xu: Team Leader, Requirement Leader
2. Lin Ma: Configuration Leader, Design and Implementation Leader
3. Zihan Zhou: Security Leader
4. Zhen Cao: QA Leader

Key Decisions:

1. Focus on AI for resume analysis and keyword matching.
2. Investigate available NLP tools and APIs for integration.

Action Items:

1. Team members to research AI APIs for resume and job description analysis.
2. Finalize the tech stack and requirements in the next meeting.