**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 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:**

* 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.
* 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.
* 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.
* 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:
   1. End of Iteration 1: Finish the development and testing of Resume Analysis function.
   2. End of Iteration 2: Finish the development and testing of Q&A function, interview question suggestion function and deployment function.
   3. 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**: Zoom Meeting

**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 handle all 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.