National University
Of Computer and Emerging Sciences

Assignment 1

“Planning Phase”

Software Engineering

Member names:-

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Presented to:-

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Roles and duties

Eman shakeel: Scrum team

Iffah naveed: Product owner

Wajiha adnan: Scrum master

Problem Statement

The problem of	Inefficient recruitment and employee management in tech enterprises.
affects	Applicants,Recruiters, HR professionals, and hiring managers.
the impact of which is	1. Inefficient hiring processes leading to prolonged hiring cycles. 2.High operational costs due to manual and disjointed processes. 3.Loss of top talent to competitors with faster hiring workflows. 4.Lack of centralized communication causing delays and misunderstandings.

a successful solution would be	2. A fully integrated and automated **Employee Recruitment and Management System (ERMS)** that: ● Streamlines recruitment workflows, reducing time-to-hire. ● Automates administrative tasks, lowering operational costs. ● Enhances communication between applicants, recruiters, and HR. ● Supports data-driven hiring decisions through seamless collaboration and evaluations. |

Envisioned Features

User Profile Management

- Update Profile Information
- Update Recruiter Profile
- Manage User Account Details
- View Portfolio

Job Application Process

- Apply for Jobs
- Track Application Progress
- Save Job Listings for Future Reference
- Approve or Reject Job Applications
- Allow Bulk Job Applications for Recruiters

Recruitment & Assessment

- Job Posting System
- Shortlist Candidates
- Schedule and Conduct Assessments
- Interview Scheduling

Employment & Contracts

- Review Employment Contract
- Employment Contract Generation
- Provide Recommendations for Applicants

Internships & Training

- Internship & Training Program Listings

Communication & Scheduling

- Communicate with Recruiters and HR
- Book Appointments
- Manage Applicant Communication
- Appointment Rescheduling

Security & Authentication

- Enable Two-Factor Authentication (2FA)

Automation & Reporting

- Automate Interview Feedback Collection
- Generate Recruitment Reports
- Manage User Roles and Permissions

Additional User Experience Enhancements

- Job Offer Acceptance and Digital Signing
- Automated Job Matching
- Salary & Benefits Comparison Tool
- Referral System for Job Applications
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USER STORIES

<table>
<tr><td>Story ID:001</td><td>Story Title:Update Applicant's Profile Information</td></tr>
<tr><td colspan="2">User Story:
As an: applicant
I want: to update my profile information,
So that: my details remain accurate and up to date.</td></tr>
<tr><td colspan="2">Acceptance Criteria:
And I know I am done when:

User edits personal details</td></tr>
</table>

Given the user is logged into their account, **When** they navigate to the profile edit section and update their personal details, **Then** the system should validate the input and allow the user to save changes. **System saves updates successfully** **Given** the user has made valid changes to their profile, **When** they submit the updates, **Then** the system should store the updated details in the database successfully. **Updated profile reflects in the system** **Given** the user has successfully saved their updated details, **When** they return to their profile page, **Then** the system should display the most recent updates correctly.

Importance: [5/5]	Estimate: [1.5- 2 hrs]
Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View	

Story ID:002	Story Title:Apply for Jobs
User Story: As an: applicant I want: I want to browse and apply for job openings So that:So that I can secure a suitable position.	
Acceptance Criteria: And I know I am done when: **System displays a list of available job postings**	

Given the user is on the job listings page,
When they access the job board,
Then the system should display a list of available job postings.

User can filter and search for jobs

Given the user is on the job listings page,
When they apply filters or enter search keywords,
Then the system should update the job list to match the search criteria.

Application is successfully submitted

Given the user has selected a job and filled out the required application details,
When they submit the application,
Then the system should process and save the application successfully.

System confirms application submission

Given the user has submitted a job application,
When the submission is processed successfully,
Then the system should display a confirmation message to the user.

Importance:	Estimate:
[5/5]	[4 hrs]

Type:
✔️Search
✔️Workflow
☐ Manage Data
☐ Payment
☐ Report/View

Story ID:003	Story Title:Review Employment Contract

User Story:
As an: applicant
I want: I want to review my employment contract
So that: I can understand my job terms before accepting

Acceptance Criteria: And I know I am done when: **Scenario: User can view contract details** **Given** the user has the necessary permissions, **When** they navigate to the contract details page, **Then** the system should display the contract details. **Scenario: Contract is displayed in a readable format** **Given** the user is viewing a contract, **When** the system renders the contract details, **Then** the contract should be displayed in a structured and readable format.

Importance: [4/5]	Estimate: [3 hrs]
Type: ☐ Search ☐ Workflow ☐ Manage Data ☐ Payment ✔️Report/View	

Story ID:004	Story Title: Update Recruiter Profile
User Story: As a: recruiter I want: I want to update my account details So that: So that I can maintain accurate professional information.	
Acceptance Criteria: And I know I am done when: **Scenario: Recruiter Can Edit Profile Information** **Given**:The recruiter is logged into the system with the necessary permissions.	

When:The recruiter clicks the "Edit Profile" button and updates their profile information **Then** The updates are successfully saved in the system's database.

Importance: [4/5]	Estimate: [2 hrs]
Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View	

Story ID:005	Story Title: Job Posting System
User Story: As a: recruiter I want: I want to create, edit, and delete job postings. So that: So that I can attract suitable candidates.	
Acceptance Criteria: And I know I am done when: **Recruiter can edit profile information** **Given** the recruiter is logged into the system, **When** they navigate to the profile settings and make changes, **Then** the system should allow them to edit their profile information. **Updates are successfully saved** **Given** the recruiter has edited their profile information, **When** they click the save button, **Then** the system should successfully save the updates. **Changes reflect in the system** **Given** the recruiter has saved the updated profile information, **When** they revisit the profile page, **Then** the changes should be displayed correctly in the system	

Importance: [5/5]	Estimate: [6 hrs]

Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View

Story ID:006	Story Title: Shortlist Candidates

User Story:
As a: recruiter
I want: shortlist candidates based on predefined criteria
So that:So that I can focus on the most qualified applicants.

Acceptance Criteria:
And I know I am done when:

The system allows recruiters to filter applicants

Given the recruiter is logged into the system,
When they apply filters based on criteria such as skills, experience, or location,
Then the system should display only the applicants matching the selected criteria.

Shortlisted candidates are stored in a separate list

Given the recruiter has selected candidates for shortlisting,
When they mark an applicant as shortlisted,
Then the system should store the shortlisted candidates in a separate list.

Recruiters can move applicants between lists

Given the recruiter has an applicant in either the general or shortlisted list,
When they choose to move the applicant to a different list,
Then the system should update the lists accordingly.

Importance: [5/5]	Estimate: [4 hrs]
Type: ☐ Search ✔️Workflow ☐ Manage Data ☐ Payment ☐ Report/View	

Story ID:007	Story Title: Schedule and Conduct Tests
User Story: As a: recruiter I want: I want to schedule and conduct written tests. So that: So that I can assess candidates efficiently.	

Acceptance Criteria:
And I know I am done when:

The recruiter can schedule assessments

Given the recruiter is logged into the system,
When they select a candidate and schedule an assessment,
Then the system should save the scheduled assessment with the date, time, and details.

The system notifies candidates of upcoming tests

Given a candidate has been scheduled for an assessment,
When the recruiter finalizes the schedule,
Then the system should send a notification to the candidate with the test details.

Test results are recorded and displayed

Given a candidate has completed the assessment,
When the test results are available,
Then the system should record the results and display them to the recruiter.

Importance: [5/5]	Estimate: [6 hrs]

Type:
☐ Search
✔️Workflow
☐ Manage Data
☐ Payment
☐ Report/View

Story ID:008	Story Title: Interview Scheduling and conduction

User Story:
As a: recruiter
I want:I want to schedule interview appointments with applicants
So that: I can ensure a smooth interview process.

Acceptance Criteria:
And I know I am done when:

The recruiter can choose interview slots

Given the recruiter is logged into the system,
When they select a candidate and choose an available interview slot,
Then the system should save the scheduled interview with the date and time.

Candidates receive interview confirmations

Given a recruiter has scheduled an interview,
When the interview details are finalized,
Then the system should send a confirmation notification to the candidate.

Recruiters can reschedule interviews

Given an interview has already been scheduled,
When the recruiter decides to change the date or time,
Then the system should allow rescheduling and notify the candidate of the updated details.

Importance: [5/5]	Estimate: [3 hrs]
Type: ☐ Search ✔ Workflow ☐ Manage Data ☐ Payment ☐ Report/View	

Story ID:009	Story Title:Employment Contract Generation
User Story: As an: *HR manager,* I want: to generate employment contracts for selected candidates So that: I can formalize their hiring.	
Acceptance Criteria: And I know I am done when: **HR can create and save contracts** **Given** the HR user is logged into the system, **When** they generate a new contract for a selected candidate, **Then** the system should allow them to save the contract successfully. **Contracts are linked to selected candidates** **Given** a contract has been created, **When** the HR user finalizes it, **Then** the contract should be linked to the corresponding candidate's profile. **Contracts can be downloaded and printed** **Given** a contract is stored in the system, **When** the HR user selects the download or print option, **Then** the system should generate a printable version of the contract.	

Importance: [5/5]	Estimate: [4 hrs]
Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View	

Story ID:010	Story Title:Provide Recommendations for Applicants
User Story: As an: *HR manager* I want: *to review applications and provide recommendations,* So that: *recruiters can make informed hiring decisions.*	
Acceptance Criteria: And I know I am done when: **HR can add recommendations to applicant profiles** **Given** the HR user is logged into the system, **When** they navigate to an applicant's profile and enter a recommendation, **Then** the system should allow them to save the recommendation successfully. **Recruiters can view recommendations** **Given** an applicant's profile contains recommendations, **When** a recruiter accesses the profile, **Then** they should be able to view the saved recommendations. **Recommendations remain editable before final submission** **Given** a recommendation has been added, **When** the HR user wants to make changes before final submission, **Then** the system should allow them to edit the recommendation.	

Importance: [4/5]	Estimate: [3 hrs]

Type:
☐ Search
☐ Workflow
☐ Manage Data
☐ Payment
✔️Report/View

Story ID:011	Story Title:Track Application Progress

User Story:
As an:Applicant
I want: I want to track my application status
So that: I know if I have progressed in the hiring process.

Acceptance Criteria:
And I know I am done when:

The system updates application status in real-time

Given the user has submitted a job application,
When there is a change in the application status (e.g., reviewed, shortlisted, rejected),
Then the system should update the status immediately.

The user can view application history

Given the user has submitted one or more applications,
When they navigate to their application history,
Then they should see a list of all past applications along with their statuses.

Notifications are sent for status changes

Given the application status has changed,
When the system updates the status,
Then a notification should be sent to the user informing them of the change.

Importance: [5/5]	Estimate: [2 hrs]
Type: ☐ Search ☐ Workflow ☐ Manage Data ☐ Payment ✔️ Report/View	

Story ID:012	Story Title:Approve or Reject Job Applications
User Story: As a: recruiter I want: to approve or reject job applications So that:I can efficiently manage the hiring pipeline.	
Acceptance Criteria: And I know I am done when: **Recruiters can review applications** **Given** the recruiter is logged into the system, **When** they access the job applications list, **Then** they should be able to review submitted applications. **Recruiters can approve or reject applications** **Given** a recruiter has reviewed an application, **When** they choose to approve or reject, **Then** the system should update the application status accordingly. **Applicants receive notifications** **Given** an application status has changed,	

When the recruiter approves or rejects an application, **Then** the applicant should receive a notification about the decision.

Importance: [5/5]	Estimate: [3 hrs]

Type: ☐ Search ✔️Workflow ☐ Manage Data ☐ Payment ☐ Report/View

Story ID:013	Story Title:Generate Recruitment Reports
User Story: As a:HR manager I want:to generate recruitment reports So that: I can analyze hiring trends and optimize recruitment.	
Acceptance Criteria: And I know I am done when: **HR can access reports section** **Given** the HR user is logged into the system, **When** they navigate to the reports section, **Then** they should be able to generate reports based on filters. **Reports display recruitment insights** **Given** the HR user has selected a report type, **When** they generate the report, **Then** it should include relevant recruitment data. **Reports can be exported**	

Given a report has been generated, **When** the HR user selects export options, **Then** the system should allow exporting in formats like PDF or Excel.

Importance: [4/5]	Estimate: [4 hrs]
Type: ☐ Search ☐ Workflow ☐ Manage Data ☐ Payment ✔️Report/View	

Story ID:014	Story Title:Manage User Roles and Permissions
User Story: As a: admin I want: to manage user roles and permissions So that: I can control system access and security.	
Acceptance Criteria: And I know I am done when: **Admin can assign roles** **Given** the admin is logged in, **When** they navigate to the user management section, **Then** they should be able to assign or change user roles. **Permissions are enforced based on roles** **Given** a user has a specific role, **When** they try to access a restricted section,	

Then the system should enforce permissions accordingly. **Changes to roles are logged** **Given** an admin has updated a user role, **When** the change is applied, **Then** the system should log this action for security purposes.

Importance: [5/5]	Estimate: [5 hrs]
Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View	

Story ID:015	Story Title:Automate Interview Feedback Collection
User Story: As a:recruiter I want: to collect interview feedback from panelists So that: I can make data-driven hiring decisions.	
Acceptance Criteria: And I know I am done when: **Panelists can submit feedback** **Given** a panelist has attended an interview, **When** they access the feedback form, **Then** they should be able to rate and comment on the candidate. **Feedback is stored and accessible** **Given** feedback has been submitted,	

When the recruiter checks the candidate profile,

Then the feedback should be available for review.

Final hiring decisions can be based on feedback

Given all interviewers have provided feedback,

When the recruiter evaluates candidates,

Then the system should present aggregated feedback for decision-making.

Importance:	Estimate:
[5/5]	[4 hrs]

Type:
☐ Search
✔️Workflow
☐ Manage Data
☐ Payment
☐ Report/View

Story ID:016	Story Title: Enable Two-Factor Authentication (2FA)

User Story:
As a: applicant/recruiter/HR/admin
I want: to enable two-factor authentication
So that: I can enhance the security of my account.

Acceptance Criteria:
And I know I am done when:

Users can enable 2FA

Given the user is logged in,

When they navigate to security settings,

Then they should have an option to enable 2FA.

System generates 2FA codes

Given a user has enabled 2FA, **When** they attempt to log in, **Then** the system should prompt them for a verification code. **Users can verify their identity** **Given** the user has received a 2FA code, **When** they enter it, **Then** the system should validate the code and grant access.

Importance: [5/5]	Estimate: [3 hrs]
Type: ☐ Search ☐ Workflow ✔️Manage Data ☐ Payment ☐ Report/View	

Story ID:017	Story Title:Allow Bulk Job Applications for Recruiters
User Story: As a:recruiter I want:to process multiple job applications at once So that: I can save time during the hiring process.	
Acceptance Criteria: And I know I am done when: **Recruiters can select multiple applications** **Given** the recruiter is logged in, **When** they view the job applications list,	

Then they should have the option to select multiple applications at once. **Batch actions can be applied** **Given** a recruiter has selected multiple applications, **When** they choose an action (approve/reject), **Then** the system should process all selected applications accordingly. **Applicants receive bulk notifications** **Give**n a batch action has been performed, **When** multiple applications are updated, **Then** each affected applicant should receive a relevant notification.

Importance: [4/5]	Estimate: [4 hrs]
Type: ☐ Search ✔️Workflow ☐ Manage Data ☐ Payment ☐ Report/View	

Story ID:018	Story Title:View Applications for the job
User Story:- As a: recruiter I want:to view and track applications submitted for a job posting So that: I can review applicants' details and shortlist suitable candidates efficiently	
Acceptance Criteria: And I know I am done when: **User authentication and access**	

Given the recruiter is registered in the system, **When** they log into their account, **Then** they should be able to access the job applications section successfully. **Application details are displayed correctly** **Given** there are applications submitted for a job, **When** the recruiter views the applications list, **Then** the system should display applicant details such as name, qualifications, CGPA, experience, and HR recommendations accurately. **User-friendly interface for viewing applications** **Given** the recruiter is logged into the system, **When** they navigate to the job applications section, **Then** the interface should be structured, clear, and easy to use for reviewing applications. **Filtering and sorting options** **Given** there are multiple applications, **When** the recruiter applies filters (e.g., by CGPA, experience, or HR recommendations), **Then** the system should refine the results accordingly to streamline the shortlisting process.

Importance: [4/5]	Estimate: [5 hrs]

Type: ☐ Search ☐ Workflow ✔️ Manage Data ☐ Payment ✔️ Report/View

<table>
<tr><td>Story ID:019</td><td>Story Title:Communicate with Recruiters and HR</td></tr>
<tr><td colspan="2">User Story:
As an applicant,
I want: to send and receive messages from recruiters and HR,
So that: I can ask questions and receive updates on my application status.</td></tr>
<tr><td colspan="2">Acceptance Criteria:
User Authentication and Access to Messaging

Given the applicant is registered in the system,
When they log into their account,
Then they should be able to access the messaging feature successfully.

Initiate Conversation with Recruiter or HR

Given the applicant is logged into the system,
When they navigate to the messaging section and select a recruiter or HR,
Then they should be able to send an initial message.

Receive Notifications for New Messages

Given the applicant has received a message from a recruiter or HR,
When they check their notifications,
Then they should see an alert indicating a new unread message.

Message Storage and Retrieval

Given the applicant has previously communicated with a recruiter or HR,
When they access the messaging section,
Then they should be able to view past messages in a conversation thread.

Secure and Private Communication

Given an applicant is using the messaging feature,
When they send or receive a message,
Then the conversation should be encrypted and accessible only to the involved parties.</td></tr>
<tr><td>Importance:

[5]</td><td>Estimate:

[6]</td></tr>
</table>

Type: ✔️Search ✔️ Workflow ✔️Manage Data ☐ Payment ☐ Report/View

Story ID:020	Story Title: Book Appointments
User Story: As a: recruiter, I want: to schedule and book appointments with applicants, So that: I can efficiently arrange meetings or interviews.	
Acceptance Criteria: **Selecting a Date and Time for an Appointment** **Given** the recruiter or HR wants to schedule an appointment, **When** they access the appointment scheduling system, **Then** they should be able to select an available date and time for the meeting. **Notification for Scheduled Appointment** **Given** an appointment has been scheduled, **When** the applicant logs into their account, **Then** they should receive a notification with the appointment details. **Successful Appointment Booking** **Given** the recruiter or HR completes the scheduling process, **When** they submit the appointment details, **Then** the appointment should be successfully saved in the system, and both parties should be notified.	
Importance: [4]	Estimate: [6 hrs]

Type:
☐ Search
✔️Workflow
✔️ Manage Data
☐ Payment
✔️Report/View

Story ID:021	Story Title: View Appointments
User Story: As a: applicant or recruiter I want: view my scheduled appointments, So that:I can stay informed about upcoming meetings and interviews	
Acceptance Criteria: **Accessing Scheduled Appointments** **Given** the user (applicant or recruiter) is logged into their account, **When** they navigate to the "Appointments" section, **Then** they should see a list of all their upcoming and past appointments. **Viewing Appointment Details** **Given** the user has scheduled appointments, **When** they select a specific appointment, **Then** they should be able to view details such as date, time, recruiter name, applicant name, and meeting type (online or in-person).	
Importance: [4]	Estimate: [5 hrs]

Type: ☐ Search ✔️ Workflow ✔️Manage Data ☐ Payment ✔️ Report/View

Story ID:022	Story Title:Referral System for Job Applications
User Story: As : employee or recruiter, I want to refer potential candidates for job openings, So that:referred candidates receive priority screening and have a better chance of being hired.	
Acceptance Criteria: **Submitting a Referral** **Given** the user is an employee or recruiter, **When** they navigate to the job listing, **Then** they should see an option to refer to a candidate by entering the candidate's name, email, and resume. **Referral Priority in Screening** **Given** a candidate is referred, **When** the recruiter reviews job applications, **Then** referred candidates should be flagged as "Referred" and be given priority screening. **Referral Confirmation & Notification** **Given** an employee has referred a candidate, **When** the referral is successfully submitted,	

Then both the employee and the referred candidate should receive a confirmation email. **Tracking Referral Status** **Given** the referring employee wants to track their referral, **When** they visit the "My Referrals" section, **Then** they should be able to see the status of the referral (e.g., "Under Review," "Interview Scheduled," "Hired"). **Reward System for Successful Hires** **Given** a referred candidate is successfully hired, **When** the onboarding process is complete, **Then** the referring employee should receive a notification and any applicable referral bonus (if the company offers one).

Importance: [4]	Estimate: [7 hrs]

Type: ☐ Search ✔️Workflow ✔️ Manage Data ☐ Payment ✔️Report/View

Story ID:023	Story Title:Salary & Benefits Comparison Tool
User Story: As a: applicant I want: to compare salary and benefits across different job listings, So that: I can make an informed decision about which job offer is best for me.	

Acceptance Criteria:
Viewing Salary & Benefits Information

Given the user is logged into the system,

When they navigate to a job listing,

Then they should be able to see the salary range and benefits offered by the employer (e.g., health insurance, bonuses, paid leave).

Adding Jobs to Comparison List

Given the user is viewing multiple job listings,

When they select job postings and click "Compare,"

Then the selected jobs should be added to a comparison table.

Displaying a Side-by-Side Comparison

Given the user has selected jobs for comparison,

When they open the comparison view,

Then they should see a side-by-side table displaying salary ranges, benefits, and job perks for each listing.

Filtering & Sorting Based on Preferences

Given the user has multiple job listings,

When they filter or sort jobs based on salary, benefits, or company reputation,

Then the system should display the most relevant jobs based on their preferences.

Making an Informed Decision

Given the user has reviewed the salary and benefits comparison,

When they decide to apply for a job,

Then they should be able to easily navigate back to the job listing and submit their application.

Importance: [4]	Estimate: [6 hrs]
Type: ☐ Search ✔️ Workflow ☐ Manage Data ☐ Payment ✔️ Report/View	

Story ID:024	Story Title:Internship & Training Program Listings
User Story: As an: applicant I want:to browse and apply for internship and training opportunities, So that: I can gain relevant experience and enhance my skills.	
Acceptance Criteria: **Viewing Available Internships & Trainings** **Given** the user is logged into the system, **When** they navigate to the "Internships & Trainings" section, **Then** they should see a list of available opportunities with details such as company name, duration, and eligibility criteria. **Filtering & Searching for Relevant Programs** **Given** the user is in the "Internships & Trainings" section, **When** they apply filters like location, field of interest, and duration, **Then** the system should display only the relevant opportunities. **Applying for an Internship/Training Program** **Given** the user has found a suitable program, **When** they click "Apply Now" and submit their details,	

Then their application should be saved and sent to the recruiter. **Application Status Tracking** **Given** the user has applied for an internship or training, **When** they check their application status, **Then** they should see updates like "Under Review," "Shortlisted," or "Rejected." **Notification for Selection Updates** **Given** the recruiter updates the application status, **When** the applicant is shortlisted or selected, **Then** they should receive a system notification or email about the update.

Importance: [3]	Estimate: [5 hrs]
Type: ☐ Search ✔️Workflow ☐ Manage Data ☐ Payment ☐ Report/View	

Story ID:025	Story Title:Save Job Listings for Future Reference
User Story: As a: applicant I want: to save job postings for later review So that:I can easily access and apply to them when I am ready.	
Acceptance Criteria: **Saving Job Postings** **Given** an applicant is logged into their account, **When** they view a job posting, **Then** they should have an option to save it for later.	

Viewing Saved Jobs **Given** an applicant has saved job postings, **When** they visit their saved jobs section, **Then** they should see a list of all saved jobs with job details. **Removing Saved Jobs** **Given** an applicant no longer wants a saved job posting, **When** they choose to remove it from their saved jobs section, **Then** the system should delete it from the list. **Handling Expired or Closed Jobs** **Given** a job posting is no longer available, **When** an applicant accesses their saved jobs section, **Then** the system should notify them that the job is closed or expired.

Importance: [4]	Estimate: [5 hrs]

Type: ☐ Search ✔️ Workflow ☐ Manage Data ☐ Payment ☐ Report/View

1. Methods of Communication

To maintain clear and efficient communication, we will use multiple channels based on the type of communication required:

- **Microsoft Teams & WhatsApp** → For quick updates, questions, and coordination.
- **Email** → For formal communication, sharing reports, documents, or discussions requiring approvals.
- **Google Meet** → For virtual meetings, discussions, and sprint planning sessions.
- **Trello** → For tracking task progress, backlog updates, and sprint planning.
- **GitHub** → For code collaboration, version control, and documentation updates.

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2. Communication Response Times

To maintain productivity, we expect team members to respond within a reasonable timeframe based on the communication medium:

- **WhatsApp & Teams Messages:** Within 1 hour (during working hours).
- **Emails:** Within the same day.
- **Trello Updates & GitHub Issues:** Within 24 hours.

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3. Meeting Attendance

Regular meetings ensure project alignment and progress tracking. Attendance is **mandatory unless excused**.

- **Daily Stand-up Meetings:** 15 minutes, every morning at 10 AM.
- **Sprint Planning Meetings:** At the beginning of each sprint, attended by all members.
- **Sprint Review & Retrospective Meetings:** At the end of each sprint to discuss progress, issues, and improvements.
- **Emergency Meetings:** Can be scheduled when urgent issues arise.

If a member cannot attend, they must notify the team in advance and provide updates asynchronously.

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4. Running Meetings

- **When & Where:** Meetings will be conducted on **Google Meet** unless an in-person session is required.
- **Who Takes Notes:** Note-taking responsibility will be rotated .
- **Agenda:** Shared at least **1 day before** the meeting to allow preparation.
- **Meeting Duration:** Typically **30-45 minutes**, but can be extended if needed.

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5. Meeting Preparation

To ensure productive discussions, team members must **prepare in advance**:

- **Agenda:** Shared before the meeting to allow input.

- **Progress Updates:** Each member must be ready to discuss their completed and pending tasks.
- **Challenges & Blockers:** Any technical or process-related issues should be highlighted in the meeting.
- **Proposed Solutions:** Members should suggest solutions or alternatives for blockers.

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6. Version Control (GitHub)

To ensure proper source code management, we will use **GitHub** with the following guidelines:

Committing Code

What to Commit:

- Code files, documentation.
- Trello updates for task tracking.
- Design assets (if required).

What Not to Commit:

- Sensitive information (API keys, credentials).
- Large binary files unless necessary.
- Temporary files, logs, or local environment files.

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7. Division of Work

Work distribution is **based on expertise and workload balance**:

- **Frontend Development:**
  - Designing UI for job application, profiles, dashboards.
  - Implementing form validation and user interactions.
- **Backend Development:**
  - API development for job postings, applications, user authentication.
  - Database schema design and implementation.
- **Testing & Documentation:**
  - Writing test cases for frontend & backend.
  - Creating system documentation and user manuals.

Who Decides Work Distribution?

- **Scrum Master** & **Product Owner** will assign tasks based on expertise.
- Team members can also volunteer for tasks.
- Any conflicts or overloads will be discussed in the daily stand-up.

Stakeholders

- **Development Team** → Responsible for coding and implementation.
- **Instructor** → Provides feedback and guidance.
- **Users (Recruiters & Applicants)** → End users of the system.

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8. Submitting Assignments

- **When:** Before the specified deadline.
- **Who Submits:** (Scrum Master) is responsible for submitting assignments.
- **Who Reviews:**(Product Owner) will review before submission to ensure quality.
- **Where to Submit:** GitHub repository and Trello for tracking.

If the submission is incomplete, the responsible team member must provide an update **24 hours before the deadline**.

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9. Contingency Planning

If a Member Drops Out

- Tasks will be **redistributed** among remaining team members.
- Stakeholders (Instructor, team) will be informed immediately.
- If necessary, an external replacement will be discussed.

If a Member Consistently Misses Meetings

- First, a **verbal reminder** will be given.
- If repeated, a **formal discussion** will be held with the instructor's involvement.
- Final action: Reassignment of their work to avoid delays.

If a Member is Academically Dishonest

- Any plagiarism or unethical behavior will be reported **immediately** to the instructor.
- The responsible member will face **removal from the team** if necessary.

Final Notes

This agreement ensures smooth collaboration and efficiency in our **Employee Recruitment System** development. Each member is responsible for **following these guidelines** to ensure a successful project completion.