

Project : Connects - Career service platform

Minutes of Meeting 1

Subject: Minutes of progress meeting

Date: 20/07/2023

Venue: Teleconference

Minutes taken by: Tanvi Patel

Attendee:

Abhishek Mittal

Arshiya Sahni

Farheen Jamadar

Jai Sahni

Tanviben Patel

Yash Trivedi

Absent:

None

Agenda:

- What did you get done yesterday?
- What do you commit to getting done today?
- Is there anything preventing you from getting something done?
- Is there anything that the team can do to make your day better?

Meeting details:

- Review of Project Task Backlogs:
 - The team went over the discussed and recorded project task backlogs.
 - According to importance and business value and functionalities, the backlog items were ranked in order of importance.
- Estimating Story Points for Tasks in Sprint 3:
 - The team evaluated the difficulty and effort needed for each task during the estimating phase.

Task Summary:

- Issue Closed : UI of Upload/Build resume.
- Work in progress on UI of Web Page for Candidate job listing.
- Work started on the UI of Candidate search web page by Arshiya
- Work started on the API for retrieving candidates and candidate details by Yash
- Work started on the UI for job search by Farheen
- Work started on API for retrieving job posting and job details by Anhishek
- Quality Testing for tasks in progress.

Next Meeting:

- Date: 22/07/2023
- Time: 10:00 am
- Location: TeleConference