Project : Connects - Career service platform

Minutes of Meeting 1

Subject: Minutes of progress meeting
Date: 12/07/2023
Venue: Teleconference
Minutes taken by: Tanvi

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 2:
  - The team evaluated the difficulty and effort needed for each task during the estimating phase.

- Team Task Distribution:
  - Tasks were divided among the team members according to their respective roles, capacities, and talents.
  - Each team member's workload was balanced, and duties were distributed according to each person's area of competence.

- Task Summary:
  - Work started on the UI of Landing Page by Farheen.
  - Work started on the UI of signup and Login, as a new Employer and Student/Candidate by Farheen.
  - Work started on the UI of Login, as an Admin(super user) by Farheen.
  - Work started on the UI of build/upload resume by Arshiya.
  - Work started on signup API as a new Employer by Yash.
  - Work started on signup API as a new Student/Candidate by Abhishek.
  - Work started on the login API as new Employer and Student/Candidate by Abhishek.
  - Work started on login API as Admin(super user) by Jai.

- Action items:
  - Front-end Developers will start putting the Employer/Student homepage and signup functionalities into practice.
  - Before a feature is marked as complete, the development team will make sure it has been properly tested.
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Next Meeting:

- Date: 15/07/2023
- Time: 4:00 pm
- Location: TeleConference