

Project : Connects - Career service platform

Minutes of Meeting 1

Subject: Minutes of Project Plan meeting

Date: 06/07/2023

Venue: Teleconference

Minutes taken by: Tanvi Patel

Attendee:

Abhishek Mittal

Arshiya Sahni

Farheen Jamadar

Jai Sahni

Tanviben Patel

Yash Trivedi

Absent:

None

Agenda:

- Project description
- User Requirements and Functionalities
- Roles and responsibilities of team members
- What can the team do to make the project execution efficient?

Project Overview and Introduction:

- The purpose of the discussion was to go over the planning and creation of a platform for career services.
- The project's goal is to build a platform that would provide work chances between businesses and students.
- The group went over the project's goal, which is to create a user-friendly and secure platform for job searchers and employers to upload their respective portfolios and job offers.

Discussion on User Requirements and Functionalities:

- The different user categories were identified: Employers, Students/Candidates, and Admin.

- The functionalities for each user category were discussed in detail based on the project description provided.
- Key features such as user registration and login, profile creation and modification, job posting and application management, and activity tracking were highlighted.

Responsibilities were allocated as follows:

1. **Abhishek** and **Yash** : BackEnd Developer
2. **Farheen** and **Arshiya** : FrontEnd Developer
3. **Tanvi** : Data Analyst and Database design
4. **Jai**: Functionality integration and quality Analyst

Project Timeline and Milestones:

- The team agreed on a timeline for the project, considering the complexity of the functionalities and the resources available.
- Milestones were defined, including completion of user registration and login, profile creation and modification, job posting and application management, and system testing.
- It was decided to review the timeline and milestones in subsequent meetings to ensure progress and adjust as needed.

Next Steps and Action Items:

- Each team member was assigned specific action items based on their responsibilities.
- Action items included tasks such as conducting user research, designing wireframes, developing code modules, and implementing security measures.
- It was decided to schedule regular progress meetings to track the development and address any challenges or concerns.

Next Meeting:

- Date: 09/07/2023
- Time: 10:00 am
- Location: TeleConference

