Meeting Minutes

JobsAustralia.tech

Group Members: Ozlem Kirmizi (s3491115@student.rmit.edu.au)
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Melissa Nguyen (s3476694@student.rmit.edu.au)
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Supervisor: Amir Homayoon Ashrafzadeh

Project Name: JobsAustralia.tech

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Meeting 01

Meeting Details

Date	21/07/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Group should create Trello accounts.	All.
2	Adding everyone to group Trello board.	Kim.
3	Group should create GitHub accounts.	All.
4	Adding everyone to GitHub.	Kim.
5	Discuss what research needs to be done.	All.

Meeting 02

Meeting Details

Date	**24/07/2017**
Venue	**Building 10, Level 11**
Attendance	**Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache**
Apologies	**-**
Copy To	**-**

Information and Decisions

No.	Items	Actions/Assigned To
1	**Research technology assigned.**	**Ozlem.**
2	**Research framework assigned.**	**Aaron, Dennis.**
3	**Research cloud server requirement assigned.**	**Melissa.**
4	**Research match-making algorithm assigned.**	**Kim.**

Meeting 03

Meeting Details

Date	28/07/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Final decision on project selection - Job seeking.	All.
2	Discussed on project deliverables.	All.
3	Discussed the matchmaking algorithm. Research further.	All.
4	Discussed the product backlog.	All.
5	Discussed project functions.	All.
6	Assigned work for Project Charter.	Ozlem/Kim.
7	Assigned work for project timeline.	Dennis .

Meeting 04

Meeting Details

Date	31/07/2017
Venue	Building 10, Level 11
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed project name and domain name.	Aaron.
2	Discussed the breakdown of workload for the Project Charter.	Ozlem/Kim.
3	Discussed the breakdown of workload for the Product Backlog.	All.
4	Discussed the exact formatting of User Stories in the Product Backlog on Trello.	All members.

Meeting 05

Meeting Details

Date	04/08/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed whether we should change project ideas.	All.
2	Voted on change of project idea. We decided not to change ideas.	All.
3	Further writing of the Project Charter.	All.
4	Discussion on due date, and workload distribution.	All.
5	Discussion on individual time sheets.	All.
6	Discussion on algorithmic matching, weighting, and storing/retrieving data in/from the database.	All.
7	Purchased domains (jobsaustralia.tech).	Aaron.
8	Determined need to have development environment ready.	All.

Meeting 06

Meeting Details

Date	10/08/2017
Venue	Library
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Setting up development environment.	All.

Meeting 07

Meeting Details

Date	11/08/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss Sprint 2.	All.
2	Discuss database setup.	All.
3	Need to add IT skills to shared docs.	All.

Meeting 08

Meeting Details

Date	17/08/2017
Venue	Building 10, Level 11
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss tasks to be completed.	All.
2	Divide tasks.	All.
3	Discuss creation of profiles.	All.
4	Discuss job postings.	All.

Meeting 09

Meeting Details

Date	18/08/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss sprint 3.	All.
2	Discuss functions completed in sprint 2.	All.

Meeting 10

Meeting Details

Date	22/08/2017
Venue	Building 10, Level 11
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss post a job section for employer side.	All.
2	Divide tasks.	All.
3	Discuss editing of profiles.	All.
4	Discuss how employees will be able to view posted jobs.	All.

Meeting 11

Meeting Details

Date	25/08/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss functions completed in sprint 3.	All.
2	Discuss upcoming sprint 4.	All.

Meeting 12

Meeting Details

Date	30/08/2017
Venue	Library
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Worked on job class and related pages.	Ozlem, Kim, Aaron.
2	Added to support pages.	Kim.

Meeting 13

Meeting Details

Date	5/09/2017
Venue	Building 10, Level 8
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Implemented matchmaking fully for job seekers.	Melissa, Aaron.
2	Started writing seed classes.	Kim, Ozlem.
3	Edit job as an employer.	Dennis.

Meeting 14

Meeting Details

Date	8/09/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss implementing matchmaking on employer side.	Melissa, Aaron.
2	Discuss potential feature changes and/or new requirements.	All.
3	Discuss upcoming sprint 5.	All

Meeting 15

Meeting Details

Date	12/09/2017
Venue	Building 10, Level 8
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Matchmaking on the employer side.	Melissa.
2	Employees can submit resumes.	Dennis.
3	Employer can view applicants that have applied for a job.	Aaron.
4	Apply for job as an employee.	Ozlem.
5	Add location to employer.	Kim.

Meeting 16

Meeting Details

Date	15/09/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss functions completed in sprint 5.	All.
2	Discuss upcoming sprint 6.	All.

Meeting 17

Meeting Details

Date	19/09/2017
Venue	Building 10, Level 11
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss GitHub integration.	Aaron, Melissa.
2	Discuss company logo.	All.
3	Employer can view applicants resumes.	Dennis.
4	Validation logic for salary.	Ozlem.
5	Organise skills in alphabetical order.	Kim.

Meeting 18

Meeting Details

Date	22/09/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss functions completed in sprint 9.	All.
2	Discuss remaining functions left for sprint 10.	All.

Meeting 19

Meeting Details

Date	26/09/2017
Venue	Building 10, Level 10
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discuss general security for website.	Aaron.
2	Add additional skills.	Ozlem.
3	Website GUI/style update.	Melissa.
4	Finalise updated matchmaking algorithm.	Melissa.
5	Filters to sort out matching jobs.	Dennis.

Meeting 20

Meeting Details

Date	28/09/2017
Venue	Building 10, Level 10
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed which logo to use.	All.
2	Decided on style to use for website.	All.
3	Discussed updated matching algorithm.	All.
4	Finalised all functions.	All.
5	Split up documentation to group.	All.

Meeting 21

Meeting Details

Date	03/10/2017
Venue	Building 10, Level 11
Attendance	Aaron Horler, Melissa Nguyen, Dennis Mihalache, Ozlem Kirmizi, Kim Luu
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Implemented job rejection functionality.	Melissa.
2	Implemented job expiry reporting (including graphics).	Melissa.
3	Work on notification emails and notification settings.	Aaron.
4	Worked on documentation	All

Meeting 22

Meeting Details

Date	06/10/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
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Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed documentation required.	All.
2	Worked on documentation.	All.

Meeting 23

Meeting Details

Date	10/10/2017
Venue	Library
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed documentation completed so far.	All.
2	Worked on remaining documentation.	All.

Meeting 24

Meeting Details

Date	13/10/2017
Venue	14.06.19
Attendance	Ozlem Kirmizi, Aaron Horler, Kim Luu, Melissa Nguyen, Dennis Mihalache
Apologies	-
Copy To	-

Information and Decisions

No.	Items	Actions/Assigned To
1	Discussed and confirmed documentation required for draft submission.	All.
2	Delegated remaining documentation tasks.	All.