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| Team Meeting 01 | 02 Feb 20183.00 PMLocation |

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| Meeting called by: | Gadiraju, Karthik Varma | Type of meeting: | Informal Meeting |
| Facilitator: | Shetty, Sudeepkumar | Note taker: | Huang, Ivan |
| Timekeeper: | Donala, Suma Madhuri |  |  |

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| Attendees: | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj |
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# Minutes

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| Agenda item: | Project Descriptions and Cover page | Presenter: | Kanagaraj, Raghul Raj |

#### Discussion:

To define the basic roles and describe about system

#### Conclusions:

The basic roles for the system have been defined.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create Github and share the link | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj | 06 Feb 2018 |

# Other Information

#### Observers:

Gadiraju, Karthik Varma

Huang, Ivan

Shetty, Sudeepkumar

Donala, Suma Madhuri

Kanagaraj, Raghul Raj

#### Resources:

Indeed, Upwork.

#### Special notes:

Enter any special notes here.

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| Team Meeting 02 | 7 Mar 20185.00 PMLocation: Library |

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| Meeting called by: | Gadiraju, Karthik Varma | Type of meeting: | Informal Meeting |
| Facilitator: | Kanagaraj, Raghul Raj | Note taker: | Donala, Suma Madhuri |
| Timekeeper: | Huang, Ivan |  |  |

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| Attendees: | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj |
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# Minutes

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| --- | --- | --- | --- |
| Agenda item: | Page layout and Web interface design | Presenter: | Huang, Ivan |

#### Discussion:

To design the html and css pages required for project.

#### Conclusions:

Basic web interface for the internship website has been developed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discussed about further actions and roles to proceed   with the project   * Proposed different project layouts for the website | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj | 7 March 2018 |

# Other Information

#### Observers:

Gadiraju, Karthik Varma

Huang, Ivan

Shetty, Sudeepkumar

Donala, Suma Madhuri

Kanagaraj, Raghul Raj

#### Resources:

LinkedIn, Indeed.

#### Special notes:

Different layouts have been discussed to get more insights

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| Team Meeting 03 | 19 Mar 20185.30 PMLocation: Library |

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| Meeting called by: | Huang, Ivan | Type of meeting: | Informal Meeting |
| Facilitator: | Donala, Suma Madhuri | Note taker: | Shetty, Sudeepkumar |
| Timekeeper: | Kanagaraj, Raghul Raj |  |  |

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| Attendees: | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj |
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# Minutes

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| Agenda item: | Workflow and database design | Presenter: | Gadiraju, Karthik Varma |

#### Discussion:

To design a database and populate with test data.

#### Conclusions:

Database is populated with test data and workflow for the project is designed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Code is shared through GitHub * Database Schema has been designed * Made changes to code and tested the   database | Gadiraju, Karthik Varma  Huang, Ivan  Shetty, Sudeepkumar  Donala, Suma Madhuri  Kanagaraj, Raghul Raj | 19 March 2018 |

# Other Information

#### Observers:

Gadiraju, Karthik Varma

Huang, Ivan

Shetty, Sudeepkumar

Donala, Suma Madhuri

Kanagaraj, Raghul Raj

#### Resources:

LinkedIn, Indeed

#### Special notes:

Discussed about database design and implementation

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| Team Meeting 04 | 05 Apr 20181.00 PMGraduate Study Room |

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| Meeting called by: | Gadiraju, Karthik Varma | Type of meeting: | Informal Meeting |
| Facilitator: | Donala, Suma Madhuri | Note taker: | Shetty, Sudeepkumar |
| Timekeeper: | Kanagaraj, Raghul Raj |  |  |

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| --- | --- |
| Attendees: | Gadiraju, Karthik Varma  Donala, Suma Madhuri  Huang, Ivan  Kanagaraj, Raghul Raj  Shetty, Sudeepkumar |
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# Minutes

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| Agenda item: | Login page for Student or recruiters.  Update page for student and recruiter.  Register new students or recruiters. | Presenter: | Huang, Ivan |

#### Discussion:

* Registration form to create new students and recruiters.
* Description about the login page for students and recruiters.
* Update page for students and recruiters and their functions.

#### Conclusions:

* Login page for recruiter and students.
* Update page for updating student and recruiter profiles.
* Filers to match employee with jobs.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Login for students and recruiters. * Register new students and recruiter’s * Update recruiter and student’s information. | Gadiraju, Karthik Varma  Donala, Suma Madhuri  Huang, Ivan  Shetty, Sudeepkumar  Kanagaraj, Raghul Raj | 06 Apr 2018 |

# Other Information

#### Observers:

Gadiraju, Karthik Varma

Huang, Ivan

Shetty, Sudeepkumar

Donala, Suma Madhuri

Kanagaraj, Raghul Raj

#### Resources:

PHP, MySQL.

HTML, CSS

youtube.com

google.com

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| Team Meeting 05 | 06 Apr 20183.00 PMGraduate Study Room |

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| Meeting called by: | Gadiraju, Karthik Varma | Type of meeting: | Informal Meeting |
| Facilitator: | Donala, Suma Madhuri | Note taker: | Shetty, Sudeepkumar |
| Timekeeper: | Kanagaraj, Raghul Raj |  |  |

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| --- | --- |
| Attendees: | Gadiraju, Karthik Varma  Donala, Suma Madhuri  Huang, Ivan  Kanagaraj, Raghul Raj  Shetty, Sudeepkumar |
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# Minutes

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| --- | --- | --- | --- |
| Agenda item: | Job search based on filters.  Search function to match students based on their skills. | Presenter: | Huang, Ivan |

#### Discussion:

* Jobs page to view the jobs and their categories and to update it based on the skill requirements.
* Search function to match students based on their skills.
* Filers to match employee with jobs.

#### Conclusions:

* Search jobs page based their categories and Update them based on the skill requirements.
* Search function to match students based on their skills.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Jobs page to view jobs and filter based on skills. * Match employee job categories based on skills. * Search jobs to match student based on skills, | Gadiraju, Karthik Varma  Donala, Suma Madhuri  Huang, Ivan  Shetty, Sudeepkumar  Kanagaraj, Raghul Raj | 07 Apr 2018 |

# Other Information

#### Observers:

Gadiraju, Karthik Varma

Huang, Ivan

Shetty, Sudeepkumar

Donala, Suma Madhuri

Kanagaraj, Raghul Raj

#### Resources:

PHP, MySQL.

HTML, CSS

youtube.com

google.com