**Theme & Wishlist**

**Theme:** Creating registration form for CV within minutes and homepage of Career Intelligence.

**Wishlist:** To create the profile, welcome board and tell us about your yourself form for Career Intelligence website. To test functionalities with Moddle.org and H5P.org

**Review meeting**

**Sprint 1** - Creating registration form for CV within minutes and homepage of Career Intelligence.

**Date and time**: - 28/04/22 at 3.30pm

**Venue:** Campus

**Attendees:** Vidhi, Rajan, Het, and Sajal **Apologies:** Margeta

**Minutes taken by**: Rajan

**Agenda item 1**

Meeting with Margeta: - The employability. life was deeply explained by the Margeta on which our team is going to deliver the project. She demonstrated the Career Intelligence site, demonstrating the many capabilities and applications to the user. During that time, Vidhi demonstrated work that had already been completed by our team according to our understanding, and the client approved the work we had done by suggesting that we should conduct more in-depth research on similar sites and explain us how to integrate some new ideas to make our site more attractive to users. Finally, our team asks the client about their technical requirements for the site and which technologies will be used in its development. The client directs us to contact the project's technical client, Anirudh.

**Date and time:** 06/05/2022 at 8.00pm

**Venue:** Teams

**Attendees:** Vidhi, Rajan, Het, and Sajal **Apologies:** Anirudh

**Minutes taken by:** Rajan

**Agenda item 2**

Meeting with Anirudh: - Vidhi, the group leader, starts the meeting by introducing the team members and project. Vidhi shares Margeta’s opinions on the project to the client and ask the client's regarding demands and ideas on the project. The client suggested that when building wireframes, we should think about all the options and keep our end user's requirements in mind. Vidhi encourages the client to provide their opinions on the technical requirements of the project and how to test the site's functioning. The client suggested that the team visit H5P.org and Moddle.org for more ideas. The Vidhi shares her idea to include a mentor booking session option, which would allow students to schedule a time with a mentor to have their issues answered and to add a discussion forum to the site, where students could ask questions and receive answers. The client suggests that, while her booking session idea is fantastic, the team should build a booking session option and work on it, but we should not waste time creating a discussion form because it is already existing on the site. The client also recommended that we should create a website that allows users to update their resumes by submitting them online.

Graphical user interface, application

Description automatically generated

**Retrospective meeting**

**Date and time**: 06/05/2022 at 8.30pm

**Venue**: Teams

**Attendees:** Vidhi, Rajan, Het, and Sajal **Apologies:** Anirudh

**Minutes taken by**: Rajan

**Item 1:**

**What went well?**

* All the participate were on the time.
* The client was impressed with our ideas.
* The work which we all contributed was finished as per expected.
* The wireframes layout outlook was ready on paper.

**Item 2:**

**What could be improved?**

* Before showing the ideas of new features ideas to the client we should create its wireframes as a demo to show them.
* Either having meeting with the client at last moments we can be scheduled in earlier and a clear mindset from doing the project.
* The meeting should be conduct on regular basis to decides the progress and problem occur with them while doing their given work.
* We should do the task while creating our own deadlines to perform the project on time before due dates.

**Item 3:**

**What can we do?**

* The research should be done in depth before starting the work and having meeting with the clients.
* According to the suggestion of the clients the test functionalities should be done with reference to Moodle.org and H5P.org

**Item 4:**

**What is not in our control?**

* Project approval takes time since we can't begin working on the project without it.
* The client asked about our team's coding background, despite the fact that none of us had previously completed any coding courses.