# JobQuest Navigator - Meetings

**Meeting Title:** Capstone Project - JobQuest Navigator

**Date:** **Time:** 07-06-2025

**Start Time:** 10:00 a.m **End Time**: 1:20 p.m

**Location/Platform:** Microsoft Teams

**Facilitator:** Maria Soto

**Attendees:**Maria Soto Ortiz  
Ishan Aakash  
Zhihuai Wang

## Agenda

## Discussion & Notes

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Action** | **Owner** | **Status** |
| Diagrams and Microservices for each epic | Develop a detailed diagram and define the scope for each Epic to provide clarity and enable the team to begin work effectively and review the microservices associated with their respective epics and develop or contribute to them throughout the week | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | Done |
| User Interface (UI) Design Improvements | Progress continues the Job Mapping Interface, with ongoing refinement of UI elements and user experience to align with project goals. | Shruti Vasanwala | In progress |
| User Story 1.1: Integrate Google for Jobs API to fetch job listings. | All tasks for this user Story were completed in Sprint 1. | Zhihuai Wang  Shruti Vasanwala | Done |
| IU Design | Complete code for login, logout, and dashboard section. | Shruti Vasanwala | Done |
| Sprint 2: User Story 1.2: Design and implement a visual map interface. | Design and implement visual map interface | Zhihuai Wang | In progress |
| Sprint 2: User Story 1.3: Sync job listings with map pins based on geolocation. | Sync job listings with map pins based on geolocation | Zhihuai Wang | In progress |
| Sprint 2: User Story 1.4: Implement filtering and prioritization of nearby jobs. | Implement filtering and prioritization of nearby jobs | Zhihuai Wang | In progress |

## Decisions Made

1. **Explanation of Using Cursor and Checking Information on Each Epic**

* **Cursor Usage:**
* A cursor is a database object that allows you to process individual rows returned by a query, especially useful for iterating over records in scripts or stored procedures.
* In the context of project management or documentation, “cursor” might also refer to tracking your position or focus within a list of Epics or tasks. For clarity, if you mean database cursors, explain their purpose in your scripts or queries. If not, clarify that you are referring to tracking and reviewing each Epic systematically.
* **Checking Epic Information:**
* Review each Epic in Jira to ensure all tasks are up-to-date and accurately reflect current work.
* Use Jira’s filtering and dashboard features to monitor progress, identify blockers, and track completion rates for each Epic.
* Regularly check for missing or incomplete documentation in the corresponding GitHub repositories.

1. **Organization of Each Epic and Sprint (from 07 June 2025)**

* **Epic and Sprint Organization:**
  + Jira:
    - Assign each task to the appropriate Epic and Sprint for clear tracking.
    - Use labels, priorities, and statuses to organize and filter tasks.
    - Regularly update task statuses and ensure all team members are assigned to relevant work.
  + GitHub:
    - Maintain weekly deliverable documents, summarizing progress, challenges, and next steps for each Epic.
    - Include links to relevant pull requests, code changes, and documentation updates in the weekly report.
    - Use the project’s GitHub repository structure to keep documentation organized by Epic and Sprint.
* **Progress Management:**
  + Weekly Check-ins:
    - Hold brief weekly meetings (or use WhatsApp for quick updates) to discuss progress and address any issues2.
    - Ensure all team members update their tasks and documentation before the check-in.
  + Reporting:
    - Consolidate all updates from Jira and GitHub into a single weekly report.
    - Include a summary of completed work, ongoing tasks, blockers, and plans for the next week.
    - Attach or link to relevant documentation, code reviews, and any other supporting materials.
* **Deadlines and Accountability:**
  + Set clear deadlines for task completion and documentation updates.
  + Assign owners for each task and documentation update to ensure accountability.

## Action Items & Next Steps

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| --- | --- | --- | --- |
| **Topic** | **Action** | **Owner** | **Deadline** |
| Review of your Epics and tasks | Add any new tasks that reflect your recent work to the project backlog. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 09-06-2025 |
| Assign a sprint to every task | Assign each relevant task to a sprint for better progress tracking. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 09-06-2025 |
| Update Progress in Weekly Deliverables | Clearly document your progress in the weekly deliverable files on GitHub. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | Weekly |
| Weekly check-ins and progress reporting | Communicate updates and blockers | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | Weekly |

## Next Meeting

**Date/Time:** 09-06-2025