# JobQuest Navigator - Meetings

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

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

**Start Time:** 01:00 p.m **End Time**: 2:20 p.m

**Location/Platform:** Microsoft Teams

**Facilitator:** Maria Soto

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

## Agenda

## Discussion & Notes

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Action** | **Owner** | **Status** |
| 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 |
| 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 |
| 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 | Done |
| 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 | Done |
| Update Progress in Weekly Deliverables | Clearly document your progress in the weekly deliverable files on GitHub. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | Done |
| Weekly check-ins and progress reporting | Communicate updates and blockers | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | Done |

## Discussions and Decisions Made

* **Project Progress Review**
  + The team reviewed the current status of the project, focusing on each Epic to ensure all tasks are up-to-date and correctly assigned.
  + Each Epic was checked for completeness and alignment with project goals.
  + Sprints were assigned to tasks, and deadlines were verified to maintain a clear timeline.
* **Task and User Story Management**
  + Clarified the process for creating tasks and User Stories in Jira.
  + Discussed the importance of using sprints for tracking weekly progress and organizing work efficiently.
  + Emphasized the need for regular updates in Jira to reflect actual work being done.
* **Documentation and Tracking**
  + Reiterated the use of GitHub for project documentation and weekly progress tracking, as established in previous meetings1.
  + Reminded the team to update the weekly deliverable documents on GitHub, ensuring all progress and decisions are well-documented.

**Decisions Made**

* Assign a Sprint to Every Task: All tasks must be assigned to a sprint for better visibility and progress tracking.
* Update Documentation Weekly: Team members are responsible for updating their progress in the weekly deliverable files on GitHub.
* Review Epics Regularly: Regular check-ins will be held to review each Epic and ensure tasks are current and well-organized.

**Next Steps**

* Prepare for Deployment: The next meeting will focus on planning how to deploy the project for the midterm milestone.
* Assign Roles for Deployment: Identify who will be responsible for deployment tasks and documentation updates.
* Review Deployment Checklist: Ensure all necessary steps (e.g., code reviews, testing, documentation) are completed before deployment.

## Action Items & Next Steps

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| --- | --- | --- | --- |
| **Topic** | **Action** | **Owner** | **Deadline** |
| Prepare for Deployment | Planning how to deploy the project for the midterm milestone. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 14-06-2025 |
| Assign Roles for Deployment | Deployment tasks and documentation updates. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 14-06-2025 |
| Review Deployment Checklist | Ensure all necessary steps to deployment | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 14-06-2025 |
| 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:** 14-06-2025