# JobQuest Navigator - Meetings

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

**Date:** **Time:** 22-05-2025

**Start Time:** 2:00 p.m **End Time**: 3:30 p.m

**Location/Platform:** Microsoft Teams

**Facilitator:** Zhihuai Wang

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

## Agenda

## Discussion & Notes

| **Topic** | **Action** | **Owner** |
| --- | --- | --- |
| Logical Architecture Diagrams | Share comprehensive project information through diagrams to ensure all team members have a clear understanding of the project’s scope and workflow | Zhihuai Wang |
| Verification of Epics and Epic 1 tasks | Assign a responsible person for each Epic and assign tasks for Epic 1 | Shruti Vasanwala |
| Minutes and Reports | Track progress, validate outcomes, Identify and resolve issue with team and facilitate communication | Maria Soto |

## Decisions Made

* The meeting will be held twice a week, on Mondays and Thursdays, from 1:00 to 2:00 p.m.
* Each Epic owner is responsible for leading the work, creating and assigning tasks, and coordinating team efforts within Epic to ensure steady progress on the project.
* Each team member reviews the diagram for their assigned Epic to fully understand the scope of work and the objectives to achieve

## Action Items & Next Steps

| **Topic** | **Action** | **Owner** | **Deadline** |
| --- | --- | --- | --- |
| Logical Architecture Diagrams | Review all diagrams to ensure that no steps or connections are missing from the overall project. | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 26/05/2025 |
| Epic Diagrams | Develop a detailed diagram and define the scope for each Epic to provide clarity and enable the team to begin work effectively | Ishan Aakash  Maria Soto  Shruti Vasanwala Zhihuai Wang | 26/05/2025 |
| Epic 1: Geolocation-Based Job Mapping | Creation of template of Job Mapping Interface (IU) | Shruti Vasanwala | 26/05/2025 |
| Data Dictionary | Creation of Data Dictionary | Zhihuai Wang | 26/05/2025 |

## Next Meeting

**Date/Time:** 26-05-2025