

**BIT Program - Work Integrated Learning (WIL) Project
Fortnightly Meeting Record Sheet**

Course Code:	COMP3851 Part A&B T2 & T3 2025	Trimester:	Trimester 3
Industry Supervisor's Name:	LEE Han John	Signature & Date:	John Lee 22 nd September 2025 (First Fortnight Meeting)
Project Title:	Gig Job Placement Services	Project Group Size:	5 students: 1. Zihao Wang (Project manager) 2. Jiawei Shen (Deputy project manager) 3. Yixun Tian (Backend) 4. Yiheng Li (Documentation) 5. Jiaxing Xiong (Full stack)

Date	Brief Summary of Meeting	Number of Students Attended
22 nd September 2025 11:30am (First Fortnight Meeting)	MEETING NOTES <ul style="list-style-type: none"> Reviewed and discussed team roles and task allocations for the development of the gig job placement mobile app. Presented the development timeline and technical stack to supervisor John Lee. Supervisor John Lee emphasized the importance of team collaboration and provided 	Attendees (and time of arrival) present from 11:30 am through 12:40 noon: 1. Zihao Wang (Project manager)

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	<p>feedback on incorporating more detailed development plans.</p> <ul style="list-style-type: none"> Discussed the technical stack (React Native + Supabase) and its implementation. Planned weekly development milestones and deliverables. <p>Current Issues to Discuss</p> <ul style="list-style-type: none"> Finalizing task allocations based on team strengths and availability. Addressing John Lee's feedback on enhancing collaboration and detailing development plans. Ensuring the technical stack aligns with project requirements (e.g., real-time updates, user privacy). <p>Future Issues to Discuss</p> <ul style="list-style-type: none"> Refining real-time job vacancy updates and AI matching algorithms. Planning user testing for cross-platform compatibility (iOS/Android). Validating the monetization model with AdMob integration. <p>Notes</p> <p>1.Task Assignments: Confirmed roles as per the task allocation table.</p>	<p>2. Jiawei Shen (Deputy Project manager)</p> <p>3. Yixun Tian (Backend)</p> <p>4. Yiheng Li (Documentation)</p> <p>Note: Jiaxing Xiong (Full stack) was absent due to a fever. During the meeting, the team informed John Lee on his behalf, and he was granted leave. After recovering, he sent an email to the supervisor to confirm.</p>
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	<ul style="list-style-type: none">• Zihao Wang: Develop app screens for Authentication and Profile and incorporate privacy-focused UI/UX elements.• Jiawei Shen: Develop app screens for Search and Jobs, and lead market analysis and competitor research.• Yixun Tian: Handle Supabase schema, triggers, and real-time logic.• Yiheng Li: Consolidate all documentation, including reports, meeting minutes, and PPT.• Jiaxing Xiong: Contribute across the stack by developing application and advertisement interfaces, implementing backend services, and stepping in wherever additional support is needed. <p>2. Supervisor's Feedback:</p> <ul style="list-style-type: none">• Strengthen communication among team members to ensure smooth progress.• Provide more detailed weekly milestones to make workload distribution clearer.• Provide more detailed weekly milestones to make workload distribution clearer.• Emphasized maintaining detailed technical logs to track development progress.• <p>3. Next Steps:</p>	
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	<ul style="list-style-type: none">• Start developing app pages according to Figma designs. (Zihao Wang, Jiawei Shen)• Begin integrating UI elements into functional app screens. (Zihao Wang, Jiawei Shen)• Update the Gantt chart with current progress and responsibilities. (Yiheng Li).• Continue backend development and real-time logic integration (Yixun Tian).• Conduct ongoing documentation updates including meeting notes and progress reports (Yiheng Li).• Support full-stack development where needed (Jiaxing Xiong).	
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Industry Supervisor's Name:	LEE Han John	Signature & Date:	John Lee 13th October 2025 (Second Fortnight Meeting)
Project Title:	Gig Job Placement Services	Project Group Size:	5 students: 1. Zihao Wang (Project manager) 2. Jiawei Shen (Deputy project manager) 3. Yixun Tian (Backend) 4. Yiheng Li (Documentation) 5. Jiaxing Xiong (Full stack)

Date	Brief Summary of Meeting	Number of Students Attended
13th October 2025 11:30am (Second Fortnight Meeting)	MEETING NOTES <ul style="list-style-type: none"> Discussed the feasibility of converting Figma design pages to code (Figma to Code) and obtained approval from the sponsor (teacher) to proceed with this new development plan. Explored career development topics, including CV/resume preparation advice from the teacher. 	Attendees (and time of arrival) present from 11:30 am through 12:55 noon: 1. Zihao Wang (Project manager)

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	<ul style="list-style-type: none"> Analyzed the gig job market in Singapore and compared it with markets in the USA, China, and other Southeast Asian countries to inform project positioning. <p>Current Issues to Discuss</p> <ul style="list-style-type: none"> Figma to Code tool selection: Finalize and configure Figma plugins supporting React Native that export clean, reusable component code (e.g., Locofy or Builder.io) for smooth transition to the SDLC implementation phase. SDLC testing plan refinement: Develop detailed testing plans, including unit and integration tests for core functions (e.g., user authentication, job search/matching), to verify the accuracy and functionality of automated code. Backend interface preparation: Yixun Tian to accelerate completion of Supabase backend interfaces (API endpoints) to ensure data models align with Figma UI structure for frontend integration. <p>Future Issues to Discuss</p> <ul style="list-style-type: none"> SDLC deployment preparation: Plan app packaging, signing, and release processes for App Store/Google Play, considering CI/CD pipelines for the maintenance phase. Code quality control: Establish a code review checklist for automated generated code to ensure readability and performance standards. 	<p>2. Jiawei Shen (Deputy Project manager)</p> <p>3. Yixun Tian (Backend)</p> <p>4. Yiheng Li (Documentation)</p> <p>5. Jiaxing Xiong (Full stack)</p> <p>Note: All team members attended the meeting and reached consensus on implementing the new technology route.</p>
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- User feedback loop design: Incorporate mechanisms for user feedback collection to support iterative improvements in the SDLC maintenance phase.

Notes

1. SDLC - Design and Implementation Phase

Major Decisions:

Confirmed roles as per the task allocation table.

- Figma to Code feasibility justification: The team successfully argued the feasibility of using automated tools to convert Figma designs to code, aiming to efficiently import SDLC design outputs into the implementation phase and significantly shorten UI development time.
- Sponsor approval and guidance: The teacher (sponsor) formally approved this technical route but emphasized that project success depends on developers' manual review of auto-generated code and addition of business logic to ensure robustness and maintainability.

2. Career Development and Market Insights:

- CV/Resume consultation: The team sought advice from the teacher on CV writing. Key guidance focused on transforming project responsibilities into quantifiable achievements (e.g., "improved efficiency by X% using new technology"), with emphasis on ATS optimization and job-specific customization.

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	<ul style="list-style-type: none">Gig job market comparison: The meeting discussed Singapore's gig market (ranked 8th globally as a top work destination in Asia, attracting talent in marketing, media, digital, data science, and AI due to high safety, salaries, and stability) versus the USA (higher salaries and opportunities but differences in lifestyle, health insurance, and culture), China/East Asia (poorer work-life balance compared to Southeast Asia), and other Southeast Asian countries (optimistic hiring outlook from economic integration, political stability, and FDI from the US/China). This provided valuable market intelligence for the "Gig Job Placement Services" project positioning. <p>3. SDLC Phase Focus Tasks and Responsibility Allocation:</p> <ul style="list-style-type: none">Zihao Wang & Jiawei Shen (Project Manager/Deputy Manager): Responsible for initial Figma to Code conversion of core UI screens (e.g., Profile/Search) and leading functional integration of interfaces.Jiaxing Xiong (Full Stack/Code Quality): Focus on SDLC implementation phase code optimization and business logic injection. Primary duties include reviewing and debugging auto-generated code to meet team Clean Code	
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	<p>standards, and manually coding complex interactions and state management.</p> <ul style="list-style-type: none">• Yixun Tian (Backend): Ensure all necessary Supabase APIs (data retrieval, storage, authentication) are ready and initially tested before frontend UI integration.• Yiheng Li (Documentation/Planning): Immediately update the project plan (Gantt Chart) to include Figma to Code research, selection, implementation, and code review as key tasks and milestones in the SDLC implementation phase. <p>Career preparation: All team members to update key achievement descriptions in personal CVs/resumes based on the teacher's advice before the next meeting.</p> <p>3. Next Steps:</p> <ul style="list-style-type: none">• Technical implementation: (Zihao Wang, Jiawei Shen, Jiaxing Xiong) Complete Figma to Code tool configuration and integration within this week, starting code generation and manual optimization for the first core app interface.• Backend support: (Yixun Tian) Complete API interfaces for at least two key functions and provide testing documentation.• Documentation update: (Yiheng Li) Submit updated project plan detailing weekly task breakdowns for the SDLC implementation phase.	
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	<ul style="list-style-type: none">• Career preparation: All team members to update key achievement descriptions in personal CVs/resumes based on the teacher's advice before the next meeting.	
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Course Code:	COMP3851 Part A&B T2 & T3 2025	Trimester:	Trimester 3
Industry Supervisor's Name:	LEE Han John	Signature & Date:	John Lee 5th November 2025 (Third Fortnight Meeting)
Project Title:	Gig Job Placement Services	Project Group Size:	5 students: 1. Zihao Wang (Project manager) 2. Jiawei Shen (Deputy project manager) 3. Yixun Tian (Backend) 4. Yiheng Li (Documentation) 5. Jiaxing Xiong (Full stack)

Date	Brief Summary of Meeting	Number of Students Attended
5th November 2025 10:45am (Third Fortnight Meeting)	MEETING NOTES <ul style="list-style-type: none"> The supervisor John Lee discussed reminded the team to label each fortnightly record with the correct meeting date and sequence. The supervisor John Lee explained that the WIL course, coordinated by Korea and Australia, aims to build students' professional readiness. 	Attendees (and time of arrival) present from 10:45 am through 12:05 noon: 1. Zihao Wang (Project manager)

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	<ul style="list-style-type: none"> • The team reported the current app development progress • The supervisor John Lee discussed how AI reshapes industries and urged students to learn to use AI tools effectively. • The team will present all implemented pages and code to John Lee in the next meeting for review. <p>Current Issues to Discuss</p> <ul style="list-style-type: none"> • Ensuring each fortnightly meeting record includes the correct date and sequence label. • Maintaining documentation updates aligned with ongoing development progress. • Reviewing code quality and UI alignment between designed and implemented pages. • Reflecting on AI applications potentially relevant to the project's job-matching logic. <p>Future Issues to Discuss</p> <ul style="list-style-type: none"> • Demonstrating all completed app pages and code to John Lee in the next meeting. • Exploring AI-based matching or automation features if time allows. • Preparing initial user testing plans for app usability. • Continuing to ensure project outcomes meet WIL course expectations. 	<p>2. Jiawei Shen (Deputy Project manager)</p> <p>3. Yixun Tian (Backend)</p> <p>4. Yiheng Li (Documentation)</p> <p>5. Jiaxing Xiong (Full Stack)</p> <p>Note: All team members attended the meeting and actively participated in the discussion. Supervisor John Lee shared insights on AI's role in shaping global industries and guided the team on improving documentation and</p>
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	<p>Notes</p> <p>1. Development Progress:</p> <ul style="list-style-type: none">• The team is currently focusing on overall system planning and preliminary interface layout design.• Backend structure and database logic are still under refinement and review.• Documentation is being updated regularly to reflect meetings and project direction. <p>2. Supervisor's Feedback:</p> <ul style="list-style-type: none">• Maintain a consistent and clearly dated meeting record format.• Focus on presenting the main framework and logic flow rather than complete functionalities.• Continue to reflect on how AI trends might connect to the project theme. <p>3. Next Steps:</p> <ul style="list-style-type: none">• Complete basic layout and backend framework setup.• Prepare a minimal working prototype for demonstration in the next meeting.• Keep documentation and progress tracking updated weekly.	<p>professional reflection practices.</p> <p>The team collectively acknowledged the importance of adapting AI concepts into future project enhancements.</p>
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