Date: 29 June 2024

Time: 1 Hour

Location: Zoom Meeting

Attendees:

Nagendra Gupta (Roll No. 38)

Ankit Kushwaha (31)

Vinit Mishra

Agenda:

1. Project Overview and Objectives

2. Discussion of System Requirements

3. Breakdown of Modules and Functionalities

4. Assignment of Responsibilities

5. Timeline and Milestones

6. Any Other Business

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\*\*1. Project Overview and Objectives\*\*

- The meeting commenced with a brief overview of the project: developing an AI-powered resume sorting and analysis website to streamline the recruitment process.

- Objectives include automating resume parsing, screening, and providing insights using AI algorithms to enhance efficiency and fairness in hiring.

\*\*2. Discussion of System Requirements\*\*

- Detailed discussion on system requirements, including user registration, resume management, AI content generation, and integration with Applicant Tracking Systems (ATS).

- Emphasis on security, data privacy, and compliance with regulations such as GDPR and CCPA.

\*\*3. Breakdown of Modules and Functionalities\*\*

- Presented and discussed the breakdown of modules:

- User Interface (UI) Module

- Resume Parsing Module

- AI Screening and Ranking Module

- Bias Mitigation Module

- Candidate Insights Module

- Integration Module

- Data Security and Privacy Module

- Analytics and Reporting Module

- Feedback and Improvement Module

- Support and Documentation Module

- Each module’s purpose, components, and interactions were reviewed to ensure comprehensive coverage of project requirements.

\*\*4. Assignment of Responsibilities\*\*

- Responsibilities were assigned to team members based on expertise and availability:

- Development leads for each module identified.

- QA/testing responsibilities clarified.

- Documentation and support roles assigned.

\*\*5. Timeline and Milestones\*\*

- Timeline established for key project milestones:

- Development phase, testing, integration, and deployment.

- Regular progress checkpoints and reviews scheduled.

- Final deployment and user training targeted.

\*\*6. Any Other Business\*\*

- Discussion on potential risks and mitigation strategies.

- Need for regular communication and collaboration emphasized.

- Next steps: detailed planning, starting development tasks, and setting up communication channels.

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\*\*Next Meeting:\*\* [Insert Date and Time]

\*\*Actions:\*\*

- [List of Action Items with Responsible Persons and Deadlines]

\*\*Meeting Adjourned:\*\* [Insert Time]

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These meeting minutes capture the key discussions, decisions, and action items from the meeting regarding the development of the AI-powered resume sorting and analysis website.