AI CAREER PATH NAVIGATOR

Supervised By:
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Date/Time📅:
March 14, 2025
2:00 PM

Location📍:
University (Physical Meeting)

PROJECT MEETING MINUTES

Attendees :

- ✅ Tayyaba Afzal
- ✅ Noor Asghar
- ✅ Umaima Noor
- ✅ Ghania Khan Niazi
- ✅ Raveeha Mohsin

Action Items :

- 🔹 Ghania to finalize **SRS** document 📝
  - 🔹 Umaima to clarify **client** requirements 📞
  - 🔹 Raveeha to initiate **backend** development 💻
- 🔹 Tayyaba to draft **database** schema 🗄️
  - 🔹 Noor to prepare for **frontend** design 🎨

Milestones :

- ✅ SRS Completion
- ✅ Development Kickoff
- ✅ Database Schema Finalization
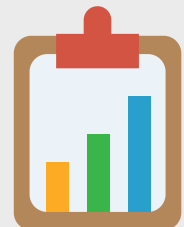- ✅ Project Review

Issues and Concerns :

- 📌 Need clarity on certain client requirements.
- ⚙️ Finalize tech stack for frontend and backend implementation.
- 🚀 Need to define timeline & milestones for implementation.
- 📊 Need better data collection methods for client feedback.
- 🏗️ Assigning specific tasks to team members for efficient workflow.

Project Status Updates :

- ✅ **Document Review:** Completed minor revisions.
- 📌 **SRS Draft:** Initial draft started.
- ⚙️ **Requirement Analysis:** Some client requirements still need validation.
- 💻 **Implementation:** Frontend & backend tech stack discussion in progress.
- 🗄️ **Database:** Rough schema planned but requires further refinement.

Next Steps :

- 📅 Schedule the next meeting to review progress and finalize any pending tasks.
- 📄 Create API documentation for development reference.
- 🧪 Plan initial testing phases, including unit and integration tests.
- 🔄 Review stakeholder feedback on the implementation plan and make necessary adjustments