

MEETING MINUTES



AI CAREER
PATH
NAVIGATOR

Date/Time:



March 5, 2025



7:15 PM (PKT)



Platform: Google Meet

Attendees:

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

Topics:



Sprint 1 Work Division



Preparing Key Documents:

User Story Document
Talent Skill Spreadsheet
Stakeholder Vision Document

Discussion:



Sprint 1 Work Division: Tasks assigned per expertise.



User Story Document: Finalized format & template.



Talent Skill Spreadsheet: Mapped team skills to tasks.



Stakeholder Vision Document: Defined data collection approach.

Open Issue:



Need to finalize document templates.



Clarity required on task dependencies within Sprint 1.

Updates:



Assigned initial tasks for document preparation.



Draft templates for User Story and Skill Spreadsheet in progress.

Notes:



Ensure document formats align with project standards.



Double-check that all requirements are captured accurately.



Next Meeting - March 14, 2025

Action Items:



Raveeha & Tayyaba to initiate Trello Board ,meeting minutes & Sprint Docs.



Ghania , Noor & Umaima to finalize User Story ,Talent Skill Spreadsheet and Slides



Schedule a follow-up meeting to review progress

