

Meeting Report: Team 6

Meeting Details

- **Date:** January 14, 2025
- **Time:** 4:00 PM – 6:30 PM
- **Attendees:**
 - Harsh Kapoor
 - Priyanshu Vora
 - Jenny Dobariya
 - Rohit Pillai
 - Neeti Pandya

Objective of the Meeting

The meeting aimed to focus further on the project and included the creation of the planning document, user stories, an initial idea of the user interface and task allocation among the team members.

Discussion Summary

1. Planning Document

- Completed the building outline and categorization of the planning document.
- Outline of key sections such as scope and timeline, user requirements, and what needs to be delivered was done.
- Assigned responsibilities for drafting specific sections.

2. User Stories

- First user stories were created to describe the major capabilities of the AI-Powered Resume Builder, which include custom template creation, AI content augmentation, and downloads in various formats.
- User stories were prioritised to focus on important functions throughout the early stages of development.

3. UI Concept

- Discussed a rough layout for the user interface.
- Agreed upon sleek, simple designs with user-friendliness and easy access as mainstream.
- Suggested to do the wireframes in the coming sprints for more detail for the design.

Decisions Made

1. Planning on the document will be finished on January 18, 2025 after an evaluation which will take place in group settings.
2. User stories will be uploaded to the backlog in the project management tool to check the progress of the project recorded to date.
3. On January 21, 2025 a session to assess the details of the UI wireframes and the progress of tasks will be done.

Conclusion

During the meeting, the next steps in the project were successfully outlined. This approach employs the combined efforts of the team to ensure the planning document of the project, the first drafts of the user interface and the back end of the program are completed on time. The next meeting will be held to review the progress made and the work done since the last meeting and tasks assigned to members.