

## Minutes of Meeting

Meeting: Career Services Platform Project

Discussion Date: 10/07/2023

Time: 3:00pm - 4:00pm EST

Location: Library Room 518.00 (Ukraine)

Attendees:

- Chetan Sajjansharan Panchal, Full Stack Development and Project Manager
- Raviraj Bhaveshbhai Savaliya, Full Stack Development
- Umang Rakeshbhai Patel, Full Stack Development
- Urvishkumar Kapadiya, Full Stack Development
- Dvij Barot, Full Stack Development and Documentation
- Kenish Halani, Testing and Documentation

Agenda:

Project Objectives and Scope  
User Roles and Functionalities  
Additional Users and Functionalities  
Development Timeline and Deliverables  
Any Other Business  
Next Steps and Action Items

Meeting Proceedings:

**Project Objectives and Scope:** The project manager opened the meeting by discussing the main objective of the project, which is to create a career services platform that connects job-seeking candidates and employers. The platform will allow students to post and update their portfolios while providing employers the ability to post job opportunities. The team emphasized the importance of creating a user-friendly and secure platform that benefits both candidates and employers. The project manager encouraged input from all team members regarding the project's objectives and scope.

**User Roles and Functionalities:** The team discussed the primary user roles: Employers, Students/Candidates, and Admin. The project manager requested input from the developer to ensure that the user interfaces cater to the specific needs of each user role. The team agreed that employers should be able to create an account, post job offers, review candidate applications, and schedule interviews.

Students/candidates should be able to create an account, build/upload a resume, browse job offers, and track their applications. The admin role will be responsible for managing user profiles, job postings, and overall system tracking.

**Additional Users and Functionalities (if applicable):** The team brainstormed and discussed the possibility of including additional users and functionalities to enhance the platform. The team proposed the following ideas:

- Recruiter: A specialized user role to facilitate the hiring process on behalf of employers.
- Career Counselor/Advisor: A user role dedicated to providing career guidance and personalized recommendations to students/candidates.
- Alumni Network: A user role for alumni to offer mentorship, networking opportunities, and career insights.
- Skill Assessors: Introduce a user role responsible for conducting skill assessments or tests for candidates.
- Job Fair Organizer: Incorporate a user role for organizers of job fairs or career expos to connect employers and candidates.
- Recommendation Engine: Implement an intelligent system that suggests relevant job opportunities to candidates based on their profiles.
- Interview Scheduler: Allow employers to schedule and manage interview appointments with candidates through the platform.
- Job Marketplace: Expand the platform to include freelance or gig opportunities in addition to full-time job postings.
- Skill Development Resources: Provide access to educational materials, courses, or training resources to enhance candidates' skills.
- Analytics and Reporting: Implement comprehensive analytics and reporting capabilities for employers and administrators.

The team agreed to further explore the feasibility and value of each additional user and functionality before deciding on their implementation.

**Development Timeline and Deliverables:** The project manager presented a proposed development timeline, outlining the key milestones and deliverables. The team discussed the estimated timeframes for each phase of development, including design, frontend development, backend development, testing, and deployment. The project manager emphasized the need for regular progress updates and effective communication among team members to ensure timely delivery.

**Next Steps and Action Items:** The project manager summarized the key discussion points and action items:

- The developer will collaborate to create mockups and finalise development stack based on the agreed user roles and functionalities.
- The team will conduct further research and analysis to determine the feasibility and value of additional users and functionalities proposed.
- The lead developer will work on establishing robust security measures for user data protection.
- The team will finalize the development timeline and share it with the team for further review and adjustments.
- The team agreed to schedule a follow-up meeting within 3 days to review progress and discuss any challenges or updates.

Meeting Adjourned:

The project manager thanked all attendees for their participation and contributions to the meeting. The meeting adjourned at 16:00 EST. The next meeting will be scheduled for 13/07/2023 at 20:00 EST to review progress and discuss further steps.

Minutes recorded by Umang Patel