

Company Meeting Minutes

Date: 23 October 2025

Location: Zoom

Attendees:

- Alice Johnson
- Bob Kumar
- Charlie Singh

Agenda:

1. Project updates
2. Budget review
3. Upcoming deadlines

Discussion:

- Alice presented the progress on the JobFinder tool. Backend scraping from Naukri and TimesJobs is complete.
- Bob highlighted that the CSV and PDF export feature needs optimization for large datasets.
- Charlie shared that FastAPI endpoints are stable and Swagger UI documentation is ready.

Action Items:

1. Alice to integrate LinkedIn scraping by next week.
2. Bob to optimize CSV/PDF export performance.
3. Charlie to add endpoint authentication and test on staging.

Next Meeting:

- Date: 30 October 2025

- Focus: Review LinkedIn integration and updated CSV/PDF export.