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| **Date: 25th September 2018**  **Time: 1545**  **Venue: SIS L4**  **Week: 6** | |
| **Attendees:** | |
| 1. Jin | √ |
| 2. Celina (LARC) | √ |
| 3. Wendy (LARC) | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1 | Get introduction to the track2career project from Celina & Wendy |
| 2 | Assess team skillset, understand requirements and deliverables |

First meeting with Celina & Wendy. They gave an introduction into the project and its requirements:

1. Track2Connect seeks to empower students by giving them more information to aid them on their career planning journey
2. The system is not similar to OnTrac nor is it aimed to replace it. It is complementary.
3. Main requirement is for the search engine to be robust and accurate, it must correctly display the required results for every use-case
4. User concurrency is a concern given that it’ll be piloted to the SMU populace, and eventually should be extensible to the general public
5. UI is important but again, search engine is the main concern
6. Necessary APIs like WageDB and JobSense will be provided by LARC
7. SIS students are available as UAT testers
8. Celina & Wendy are agreeable with our team’s composition and skillset
9. Next deliverable: project proposal by 1st October

**The meeting was adjourned at 1630. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Jin Lim**

**Vetted and edited by,  
 Tan Wei Zheng, Ashley**