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| **Date: 13th January 2019**  **Time: 11:00 to 18:00**  **Venue: SIS GSR 3-5**  **Week: 1** | |
| **Attendees:** | |
| 1. Jin | √ |
| 2. Regan | √ |
| 3. Ashley | √ |
| 4. Haonan | √ |
| 5. Zer Dong | √ |
| 6. Alan | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1 | Manually Extract the skills in the course description |
| 2 | Manually sort the skills based on experience |
| 3 | Explore possible ways to search for jobs, as JobSense APIs does not offer results relevant to Information System specific searches |
| 4: | Update team members on database changes (due to added functionalities), integration changes (briefing for all members) |
| 5: | Discuss current difficulties on searching logic |
| 6: | Discuss UI improvements on main page and search result pages. |

After the sponsor & technical consultations on 10th Jan, technical advisor Xavier acknowledged that there are flaws in jobSense API that slows down, or even gives incorrect results during the skill ranking process. At Xavier’s suggestion, we accept a temporary solution to manually extract and rank all the skills from the course description document and integrate into the course design document.

The updated version of the course design document was peer reviewed and uploaded to git.

The speed of the jobSense API also limits the search time, the team discussed the alternatives suggested by Xavier and adopted the hybrid search with Lucene and regex matching.

Database changes and system integration process is also communicated to the entire group.

Data representation is also not intuitive, as reflected by many users in UAT2, the meeting proposes new changes in improving on the UI, to fasten the information digestion on users’ side.

**The meeting was adjourned at 1800. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Haonan**

**Vetted and edited by,  
 Alan**