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| **Date: 21st Jan 2019**  **Time: 1430**  **Venue: SIS MR 4.7** | |
| **Attendees:** | |
| 1. Celina | √ |
| 2. Wendy | √ |
| 3. Xavier | √ |
| 4. Jin | √ |
| 5. Regan | √ |
| 6. Haonan | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1. | Technical demo of skills analysis function to sponsors |
| 2. | Ratification of implemented Lucene search algorithm |
| 3. | Realign weekly sponsor meetings from Monday to Thursday |
| 4. | Show and receive feedback on UI mockups |

**Feedback on demo of system:**

Overall positive sentiment from Celina & Wendy, pleased with progress.

Next milestone to achieve will be using the generated skills as a proxy to link to relevant jobs (these will be pulled using the JobSense API)

Good that the course design document Excel sheet will be used as the template for new input, must ensure that appropriate testing and error handling measures are implemented in order to minimize user error **(consider including this into UAT 3).** Must have proper user guide/documentation before delivery and handover of the project.

We must include a disclaimer that there is a disjunction between the skills displayed by job search and the skills displayed by the track search functions. They do not utilize the same database of skill sets.

When the salary projection module from WageDB is successfully implemented, we must include a disclaimer that all generated numbers for salary are merely an approximation and are not to be taken as a guarantee or promise.

After linking of relevant jobs is successfully accomplished, Celina and Wendy desire to also display the most relevant industries that each academic track offers prospects to.

UI revamps are welcome and very much needed as our current pages look very outdated. Sponsors agree that the more efficient approach would be for us to run low-fidelity/paper mockups by them first before committing to actually coding these displays out.

We are to migrate the Track2Career application from our private AWS server to LARC’s server. Xavier will assist us this transition.

All sponsors are in agreement to shift our weekly meetings to Thursday. The next latest one is scheduled for 31st January, 1.30pm.

**Action item:**

1. Input/output log for the various Lucene query types so that a basis of comparison may be formed. Minimally, Xavier wants us to compare Boolean vs TF/IDF. Will be good to include Fuzzy as well.

**The meeting was adjourned at 1500. These minutes will be circulated and adopted if there are no amendments reported in the next three days.**

**Prepared by,**

**Jin**

**Vetted and edited by,  
 Regan**