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| **Date: 10th January 2019**  **Time: 1530**  **Venue: SIS MR 4.5** | |
| **Attendees:** | |
| 1. Regan | √ |
| 2. Haonan | √ |
| 3. Alan | √ |
| 4. Xavier (LARC) | √ |
| 4. Celina (Sponsor) | √ |

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| **Agenda** | |
| **No.** | **Description** |
| 1 | Update LARC on progress |
| 2 | Clarify technical questions with LARC |

We mentioned to Xavier and Celina on our issues with the description of the courses, which affected the algorithms on the track search. Xavier and Celina suggested the following based on their knowledge and experience:

1. We should have a list of career industries based on job titles (Finance, Operations etc.)
2. Jobs taken from JobSense are more generic.
3. List at most 15 keywords (Skills) from each course description and rank them accordingly based on its tracks.
4. Skills might overlap in multiple courses within each track (Project Management skill in both Web Application Development module and Enterprise Solution Development module)
5. Upon searching for a job, it should list down the jobs within the same page, instead of redirecting user to another page. It should also indicate the essential skills needed, salary and career progression.

**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,**

**Alan Goh**

**Vetted and edited by,  
 Regan Seah**