Minutes of Meeting

Date: 19 January,2024
Client: Mrs.Lalitha Gutha
T.A.: Mr.Akshit Sharma
Team8

It's first meet with client and it's an introductory project meet to get overview of the project **"Job Recruitment Portal"**.

- The client stated that they wish to move the Recruitment process online from its existing offline format.
- The client explained the steps in the Recruitment process,and the deliverables required for them briefly.
- The client mentioned that HR is in charge of monitoring the applicant recruitment process.
- We asked the client if we can add Register,Login before access to portal.She said we can do that.
- The client asked us about our knowledge in webdev technologies,currently she didn't impose any restrictions on what technologies to use.
- According to the client, an individual can apply for more than one role, however he cannot apply for the same role more than once.
- The client told us to make the design of form(what all fields to include) by next meet.

Next meet: 25 January,2024