COMP208 Group Software Project
Team 18 Meeting Minutes (Week 6)

Meeting held on Wednesday, 5 March, 2025 at 15:00 in the Harold Cohen Library

Present	
Chair:	Ruiying Ma (**RM**)
Secretary:	Yuzhong Chen (**YC**)
Participant:	Enbo Sun (**ES**), Kaijie Yang (**KY**), Tianyuan Tan (**TT**), Yangle Liu (**YL**)

1. **Apologies**
   No apologies. All team members were present in this meeting.

2. **Approval of Minutes of Last Meeting**
   Team briefly read the last meeting's minutes and agreed that it was a true and accurate reflection of the previous meeting.

3. **Agenda / Matters Arising**
   - Backend Development Discussion (Item 4)
   - Frontend Development Discussion (Item 5)
   - AI Component Development Discussion (Item 6)
   - Work Distribution for Next Sprint (Item 7)

4. **Backend Development Discussion**
   - Implemented functionality for users to enter personal information, education background and experiences at the *MyResume* page, and the system would generate a resume based on a standard resume template (**RM, KY**);
   - Developed and structured the company database, ensuring scalability and efficient querying (**YL**);
   - After discussion, the team agreed on the necessity of introducing a system manager role to oversee data monitoring and system performance. The specific responsibilities of the manager will be further refined in the upcoming sprint (**RM, ES, TT**).

5. **Frontend Development Discussion**
   - In *MyResume* page, the upload resume button has been successfully implemented and tested, allowing users to upload their PDF resumes (**KY**);
   - Developed the company listing page, incorporating both search and filter components similar to those on the job position listing page (**YL**);

6. **AI Component Development Discussion**
   - Verified the end-to-end AI data flow, ensuring resumes can be successfully processed from the frontend to the backend, analyzed by AI, and stored in the database **(YC, TT)**;
   - Presented three different levels of resume simplification, and ultimately selected the most concise version for better readability and usability, as well as faster response time **(YC, ES)**;

7. **Work Distribution for Next Sprint**
   - Company and Job Information Page: Develop pages for individual company and job position, to display specific information and introduction **(YL, RM)**;
   - AI Chatbot Development: Perform prompt engineering for the AI chatbot, and design the frontend interface and interaction page; Ideally the chatbot responses will be formatted and displayed in Markdown for better readability in the chat interface **(YC, KY)**;
   - System Manager Panel: Build the backend system manager database structure, outline the manager interface, and determine key functionalities, including data monitoring and user and recruitment management **(ES, TT)**.

8. **Next Meeting**
   The next meeting is scheduled for Thursday, 13th March 2025, at 15:00 in Harold Cohen Library.