

Week-2 Weekly Meeting

Meeting of: *PerfectWorld First Official Meeting*

Held at: *Zoom Meeting*

Date: *09 Mar 2021*

Time: *9PM - 10:30PM*

Present:

Yangfan Xu, Duc Trung Nguyen, Changhai Ren, Jiawei Ren, Jiaqi Ao

Apologies:

All attended

Approval of minutes

First official meeting, no previous meeting.

Agenda items

1. Choose ePortfolio to extend (Pure && Lazy ePortfolio)
2. Choose scrum master (*Yangfan Xu*)
3. Choose features to extend (*Show in Feature section*)
4. Choose weekly meeting time (*9PM Tuesday*)
5. Choose daily stand-up meeting time (*12PM Through slack by structured text*)
6. Redesign Trello (*Done by Yangfan*)
7. Setting up confluence page (Done by Yangfan)

Action items

No Action items for this meeting

Features

Must Done

1. Add a resume page
2. academic page + even page + fun fact page
3. Allow users search on home page based on name, education, and skill set
4. Upload documents with tags
5. search bar with tag
6. User can view their pdf files in browser
7. Allow users to share the website on social networking such as Twitter, Facebook, LinkedIn, ...
8. Allow users to add '**Connect with me**' social networking addresses in About Me page
9. In create account step, add more optional information sections
10. Update unit tests for new APIs
11. Add Redux or MobX store to share information between components

Candidate

- Generate QR Code
- Create a react tour
- Allow users to export their created resume to PDF file
- Add a watermark on the uploaded transcript to ensure that no one can change this file
- Allow user to like/ comment a blog
- Create a progress dashboard so that user know how much he/she completed eportfolio
- FAQ section

Next meeting

The next Weekly meeting will be at 9PM on 16th March at Zoom meeting and Changhai Ren will write the meeting minutes for next meeting.

Minutes submitted by: [YANGFAN XU](#)

Approved by: YANGFAN XU Duc Trung Nguyen Changhai Ren Jiawei Ren Jiaqi Ao