**Meeting Minutes Document**

**Date:** 04/02/2025  
**Time:** 14:40 – 15:00  
**Location:** Horton Building D1.04  
**Attendees:**   
Mohammed Saif Rahman  
Abdirashid Omar   
Hasaan Chaudhry

Ahad Yasir   
Mohammed Ali Zahoor   
Mohammed Saeed Miah

Haaris Bahar

**Discussion Points**

1. **Saif asked about the primary purpose of the software**, and the client explained that it is intended to develop a web application for job search, making it easier for users to find and apply for side jobs efficiently.
2. **Abdirashid inquired about the expected users**, and the client specified that it will be used by people looking for extra income through side jobs, recruiters, and employers. The platform should cater to freelancers, part-time job seekers, and gig workers seeking flexible opportunities. Employers and recruiters will be able to post job listings, review applications, and manage candidate communications. Additionally, the system should support secure payment methods for premium job listings and service fees, ensuring a smooth financial transaction process for users.
3. **Ahad questioned the specific functionality required for example: adding a CV system**, and the client highlighted the need for job postings, application tracking, resume uploads, employer dashboards, and an admin portal for overall system management. Additionally, the client emphasized the importance of integrating a comprehensive CV system that allows job seekers to upload, edit, and manage multiple resumes tailored to different job applications. Employers should have the ability to view and download applicant CVs easily. A recommendation system should also be implemented to suggest relevant job postings based on the user's profile, skills, and previous applications.
4. **Saif raised concerns about data security and privacy**, prompting a discussion on encryption, user authentication, and compliance with data protection regulations. The client emphasized the need for multi-factor authentication (MFA) to enhance security, requiring a verification code to be sent to the user’s phone number or email address during login. Additionally, all sensitive user data, including resumes and personal information, should be encrypted both in transit and at rest. The platform must comply with industry standards such as GDPR to protect user privacy. Access controls should be implemented to ensure that only authorized users can view or modify specific data, and regular security audits should be conducted to identify and address vulnerabilities.
5. **Ali asked about reporting and analytics needs**, and the client emphasized the importance of job market trends, user activity reports, earnings display for recruiters, and application success rates. The reporting system should include real-time data visualization, customizable dashboards, and downloadable reports to help recruiters and employers assess hiring trends. Additionally, job seekers should have access to insights about job application performance, including response rates and interview success statistics. The system must also support automated report generation and email notifications for critical updates.
6. **Abdirashid inquired about preferred colour schemes and style guides**, and the client expressed a preference for a modern, professional design with blue and white tones. Additionally, the client emphasized that pictures should be used where applicable to enhance user engagement and provide a visually appealing experience. Job postings should include company logos, profile sections should support user-uploaded images, and reports or dashboards should incorporate relevant charts and graphs for better data interpretation.
7. **Ali asked about specific UI components to include**, and the client mentioned the necessity of job search filters, application status indicators, user profile sections, and messaging features.
8. **Hasaan followed up on layout preferences**, and the client indicated a preference for a combination of search bar and filters for ease of access.
9. **Abdirashid asked if there were any apps or websites with an appealing UI**, and the client referenced a few popular job search platforms known for their user-friendly design and accessibility.
10. **Saif discussed navigation options**, and the client requested a combination of menu-based and icon-driven navigation, along with a search bar to help users find job listings quickly. Additionally, the client emphasized that the website must be dynamic rather than static to support interactive elements, real-time updates, and seamless user experience. The system should allow job postings and applications to be updated instantly without requiring page refreshes. Furthermore, an admin portal must be included to enable platform administrators to manage users, review reports, and oversee system performance efficiently.