

## Meeting minutes

Subject: Week 2 Tutor Meeting

Project Name: P30 Casual Academic Time Allocation Management System (CATAMS)

Facilitator: Elvis Nguyen

Prepared by: Elvis nguyen

Mode: In-Person Meeting

Date: 12/18/2025

Time: 9:00 am

Attendees

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Set up github and added tutor</li><li>- Set up slack and added tutor</li><li>- Clarified attendance expectations with tutor (need to notify before hand if absent)</li><li>- Tutor only met with Elvis, as the team is still awaiting tasks to be assigned.</li></ul>	<ul style="list-style-type: none"><li>- Move chat conversations to slack for more formal visibility and participation audit</li></ul>	Elvis Nguyen (Team Leader)	
2	What is in progress?	<ul style="list-style-type: none"><li>- Scheduling the initial meeting with the client</li></ul>		Tutor, Elvis Nguyen	

3	What is working well?	- Team communication and tutor communication ensures clarification of expectations prior to project commencement =			
4	What needs improvement?				
5	Reminders	- Zip signed deeds and upload contract			
6	What needs to be completed before the next meeting?	- Deed/Contract submission	Zip signed deeds and upload contract to canvas	To be decided	