Subject: Week 4 Group Meeting
Project Name: P30 Casual Academic Time Allocation Management System (CATAMS)
Facilitator: Paul Zhang
Prepared by: Paul Zhang (Team Manager)
Mode: Online Meeting
Date: 30/08/2025
Time: 5:30pm
Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Cameron Vella, Justin Hoogwaerts
Absent: Suryansh Shekhawat

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	- backend routes for retrieving tutor allocations - database seeded with sample data - CSV import workflow implemented with staging table - ETL script integrated into backend for imports - basic dashboards - allocation pages	everyone	na
2	What is in progress?	- connecting tutor dashboard to backend allocations route - completing budget overview - finalising dropdowns		

		- implementing CSV/excel import in front end with backend integration - preparing slides for week 5 submission		
3	What is working well?	- CSV pipeline - backend routes and seeded database are functional and accessible		
4	What needs improvement?	- confirm due dates - clarify scope for some features		
5	Reminders	- use virtual environment for DB connections - tutors should only see their own allocations		
6	What needs to be completed before the next meeting?	- finish individual tasks - mock pagination and navigation - prepare slides for week 5 submission - review pending pull requests		
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