

Subject: Week 8 Group Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Cameron Vella (Tracker)

Mode: Online Meeting

Date: 24/09/2025

Time: 5:30pm

Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Cameron Vella, Justin Hoogwaerts

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	UC requests question	- Should UC see all swap requests or only ones escalated to UC - Answer: See all automatically	Elvis asked Daniel	
2	Ask for progress rate feedback	- Daniel replied saying we were on track.	Elvis asked Daniel	
3	Is there a meeting in stuvac	- No meeting will occur in stuvac	Paul asked Daniel	
4	Explained priorities	- Priorities: request system, allocation view, deduction of budget		
	Any further requests	- Audit logs for all changes requested by daniel	Daniel	

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