# Meeting minutes

**Subject:** Week 6 Client + Internal Meeting
**Project Name:** P30 – Casual Academic Time Allocation Management System (CATAMS)
**Facilitator:** Elvis Nguyen
**Prepared by:** Elvis Nguyen
**Mode:** Online Meeting
**Date:** 9/10/2025
**Time:** 2 – 3 PM
**Attendees:** Elvis Nguyen, Daniel (Client), Paul Zhang, Justin Hoogwaerts, Alexandra Vaughan, Cameron Vella, Suryansh Shekhawat, Gemma Lee, Alex Zhang
Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Suryansh Shekhawat, Justin Hoogwaerts, Cameron Vella

| # | Agenda Item | Description / Comments | Decision / Action | Who | Items for escalation |
|---|---|---|---|---|---|
| 1 | What has been completed? | Demonstrated current MVP to client covering Tutor Dashboard, UC Dashboard, and System Admin functions. Bulk CSV upload and overlap checking working. | Client approved core functions for deployment. Proceed to connect remaining | Elvis + Team | |

| | | | mock data to live database. | |
|---|---|---|---|---|
| 2 | What is in progress? | Backend refactor and allocation editing module integration. Frontend linking of Tutor Dashboard and Allocation Details. | Create issues from transcript; assign tasks as per delegation plan. | Elvis (coordinator) |
| 3 | What is working well? | Clear alignment with client requirements; positive feedback on responsiveness and communication. Feature scope clarified for deployment. | Maintain same communication cadence and structured demo approach for next client review. | Team |
| 4 | What needs improvement? | Lack of multi-week editing and subset selection in Allocation Editing; mock data still in some pages. | Implement multi-week edit capability; finish DB hookups for Tutor and Allocation Details pages. | Elvis + Suryansh + Gemma |

| 5 | Reminders | New login page (simulated SSO) to be added; future secure sessions flagged as mandatory. | Implement basic username-only login for demo. | Paul + Alex |
| 6 | What needs to be completed before next meeting? | Finish allocation editing functionality, database integration for Tutor Dashboard and Allocation Details, basic login implementation, and documentation update. | Progress check by Saturday. Demo-ready build targeted for next client review. | All members |

Stand up Meeting Records:

| # | Team Member | What has been completed | Blockers | What will be completed before next meeting | Present (Y/N) |
|---|---|---|---|---|---|
| 1 | Elvis Nguyen | Led client presentation; backend integration for System Admin dashboard; defined task delegations. | None | Compile issues from transcript; complete backend for allocation editing and API contracts. | Y |
| 2 | Paul Zhang | Reviewed REST API routes; proposed refactor for clarity. | None | Develop mock login page (frontend + backend query). | Y |

| 3 | Justin Hoogwaerts | Maintained Tutor Dashboard; demoed DB-connected allocations. | None | Add sortable columns; remove claimed sessions table; assist Gemma. | Y |
| 4 | Alexandra Vaughan | Contributed to meeting discussion and API review. | None | Support frontend integration where needed. | Y |
| 5 | Cameron Vella | Owned UC Dashboard; confirmed column changes and approve buttons. | None | Implement column and text updates; add approve buttons and role column. | Y |
| 6 | Suryansh Shekhawat | Built allocation editing UI mockup. | Complex frontend state handling for multi-week selection. | Integrate tick-box selector and null start/end handling; sync with Elvis backend. | Y |
| 7 | Gemma Lee | Implemented Allocation Details page UI. | Requires live data hook. | Connect page to backend via allocation ID; collaborate with Alex. | Y |