

Meeting minutes

Subject: Week 7 Client Demo & Deployment (Client + Internal)

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

Facilitator: Elvis Nguyen

Prepared by: Elvis Nguyen

Mode: Online Meeting (recorded; link to be shared via Google Drive)

Date: 17/09/2025

Time: 2:00–3:00 PM

Attendees: Elvis Nguyen, Daniel (Client), Paul Zhang, Justin Hoogwaerts, Alexandra Vaughan, Cameron Vella, Suryansh Shekhawat, Gemma Lee

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	What has been completed?	End-to-end demo: Login creates real session (JWT cookie), Tutor Dashboard pulls user-scoped allocations, System Admin bulk import with conflict detection, Allocation Details view wired, Allocation Editing performs single/all/subset week updates with field-level propagation	Client approved current build for deployment; temporary mock-data scripts for location/notes retained for demo completeness”	Elvis + Team	

		(tutor, pay code, status, notes, etc.). Logout clears session.		
2	What is in progress?	UC Dashboard budget thresholding & allocated vs claimed (mock), Unscheduled allocations scaffold, propagation behaviour for dates under review.	Continue wiring UC Dashboard; confirm date propagation rules (see #4).	Cameron + Elvis
3	What is working well?	Alignment with client expectations; conflict-check on import; clear workflow for edit & propagation; security middleware gating routes; test strategy in place (FE component/page tests with mocked API).	Maintain cadence; expand sortable/filterable columns beyond Tutor Dashboard.	Team
4	What needs improvement?	Date propagation semantics; performance (noticeable page load times); table UX density on Admin Edit page.	Propagate weekday (and time) only; limit large date jumps to current instance (not all weeks). Add loading indicators; consider pagination/query refactor.	Elvis (rules) + FE owners

5	Reminders	Share meeting recording to client; clarify status meanings; scope access per role; TA responsibilities & limits.	Send Drive link; encode status lifecycle in spec; ensure UC sees only their units; Admin sees all.	Gemma (link), Elvis (spec)
6	What needs to be completed before next meeting?	Requests MVP (Swap/Correction/Cancellation + Query), Timeline view concept, UC polish (approve buttons, role column, text labels), global sorting.	Build FE mocks first, then BE; add Timeline View as separate page (or modal) with toggle from Admin/UC.	Owners below

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 demo; allocation editing (field propagation + all/subset weeks); import conflict checks; session wiring.	Date-rule edge cases; performance tuning.	Finalize date/weekday rule; author status lifecycle & role-access spec; create issue doc from transcript; kick off Timeline View spec.	Y

2	Paul Zhang	FE test strategy overview; middleware/auth flow walkthrough; logout implemented.	Pending BE test scaffolding.	Extend FE tests to new tables; draft BE test plan post-refactor.	Y
3	Suryansh Shekhawat	Admin Edit UI scaffolding.	Complex state for multi-week field propagation.	Swap Request (FE mock as modal); hook to allocation context.	Y
4	Justin Hoogwaerts	Tutor Dashboard maintenance.	—	Correction Request (FE mock); add global sorting to Tutor + other tables.	Y
5	Cameron Vella	UC Dashboard baseline + budget threshold UI.	—	UC polish: Approve (per-row & approve-all); Role (submitted-by) column; rename statuses/labels; add Timeline toggle button.	Y
6	Gemma Lee	Allocation Details page UI.	Needs efficient data fetch path.	Query Request (FE mock); share meeting recording link to client; Option 2 data-fetch ready.	Y
7	Alex Zhang	BE support & route cleanup.	Unused/empty API files.	Helper BE query: list tutors within same unit for swap; remove unused APIs/files; assist BE for requests.	Y

