

## Meeting minutes

Subject: Week 2 Team meeting

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

Facilitator: Team Manager Elvis

Prepared by: Paul Zhang

Amended by: Elvis Nguyen 11/6/25 completeness audit

Mode: Online Meeting

Date: 17/08/25

Time: 17:30-18:00

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Determining our tech stack to be NextJS for both front and backend.</li><li>- Elvis reiterated about the impending week 4 presentation.</li><li>- Suryansh created the google slides for presentation</li></ul>		Attendees	
2	What is in progress?	<ul style="list-style-type: none"><li>- Obtaining a timeslot for recurring client meetings</li><li>- Asking about obtaining mock data/apis</li><li>- Obtaining client meeting recording</li><li>- Setup a JIRA/Github issues board</li><li>- ERD draft</li></ul>		<ul style="list-style-type: none"><li>- Alex Vaughan has reached out to client</li><li>- Paul Zhang is going to setup the board</li><li>- Elvis Nguyen will draft an ERD</li></ul>	

3	What is working well?				
4	What needs improvement?				
5	Reminders	Project Scope Statement due 24/08			
6	What needs to be completed before the next meeting?	Setting up of the project Preparation of questions document Draft of ERD diagram Start on scope document and user stories		Paul to set up project  All to prepare questions and perform self directed research of recorded notes  Elvis to do DRAFT ERD	

#### Stand up Meeting Records:

#	Team Member	What has been completed	Blockers	What will be completed before next meeting	Is Present (Y/N)
1	Paul Zhang	Technical discussion, Meeting Minutes		Set up of jira/github project	Y
2	Elvis Nguyen	Technical discussion, meeting agenda		Draft Erd	Y

				scope document and user stories	
3	Justin Hoogwaerts	Technical discussion		scope document and user stories	Y
4	Alexandra Vaughan	Technical discussion		scope document and user stories  Confirmation with Daniel (Client) for meeting time	Y
5	Cameron Vella	Technical discussion		scope document and user stories	Y
6	Suryansh Shekhawat	Technical discussion		scope document and user stories	Y
7	Gemma Lee	Technical discussion		scope document and user stories	Y