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: 27/08/2025

Time: 2:30pm

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

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	- wireframes and HTML mockups - clarified MVP scope - confirmed CSV bulk upload is required - environment set up instructions documented in README - backed/frontend project structure establish in Next.js		
2	What is in progress?	- setting up environments for all team members - supabase integration - allocating roles (frontend v backend)		
3	What is working well?	- clear alignment that front end drives prototype - agreement to keep demo simple		

4	What needs improvement?	- navigation strategy - data validation on CSV import - ensure environment set up		
5	Reminders	- MVP = tutor dashboard, coordinator dashboard, admin dashboard, allocation view + portal for demo		
6	What needs to be completed before the next meeting?	- backend: integrate supabase and CSV upload - front end: skeleton dashboards and allocation view using mock data		
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