

Subject: Week 12 Tutorial Meeting

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

Facilitator: Alexandra Vaughan

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 28/10/2025

Time: 8am

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?	<ul style="list-style-type: none">- Completed the full system implementation including all core user stories (admin, tutor, unit coordinator, and teaching assistant roles).- Delivered demo video showcasing CSV data ingestion, swap request workflow, claims, and unscheduled allocation features.- Achieved ~90% unit test coverage with additional integration and E2E tests implemented.- Prepared all presentation slides and documentation drafts.		

2	What is in progress?	<ul style="list-style-type: none">- Minor refinements to the system based on client feedback (custom activity types, pay code flexibility, edit link navigation).- Finalising the README and API reference documentation.- Reviewing submission materials for the final hand-in.		
3	What is working well?	<ul style="list-style-type: none">- Smooth collaboration between team members during client demo.- High stability and usability of the CATAMS platform.- Strong test coverage and CI workflow with Husky pre-push enforcement.- Positive client feedback praising the interface, clarity, and overall polish.		
4	What needs improvement?	<ul style="list-style-type: none">- NA – end of semester		
5	Reminders	<ul style="list-style-type: none">- Include user guide and API reference in final deliverables.- Ensure updated documentation reflects all new feature adjustments.		
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none">- Finalise and proofread documentation (README + report).		
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