

## Meeting minutes

Subject: Week 2 Client meeting

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

Facilitator: Everyone except absentee

Prepared by: Client, Paul Zhang

Mode: Client Meeting

Date: 15/08/25

Time: 10:30 - 11am

*Note: The email notice of the client meeting was sent at 1am of Friday (15/08), naturally some members can't shift their schedule.*

*The specific content detailed by the client was recorded in Week 2 meeting notes file*

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Client meeting, the client informed us about the project's premises		Attendees	
2	What is in progress?	<ul style="list-style-type: none"><li>- Obtaining a timeslot for recurring client meetings</li><li>- Determining tech stack</li></ul>		Alex Vaughan has reached out to client	
3	What is working well?				
4	What needs improvement?				
5	Reminders	Deed and team contract is due on 17/08/25			

6	What needs to be completed before the next meeting?				
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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				Y
2	Elvis Nguyen				Y
3	Justin Hoogwaerts				N
4	Alexandra Vaughan				Y
5	Cameron Vella				Y
6	Suryansh Shekhawat				N
7	Gemma Lee				Y