

Subject: Week 5 Group Meeting

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

Facilitator: Paul Zhang

Prepared by: Justin Hoogwaerts (Tracker)

Mode: Online Meeting

Date: 03/09/2025

Time: 2:30pm

Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Suryansh Shekhawat

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">- Scheduled 4th meeting as per tutors request		
2	What is in progress?	<ul style="list-style-type: none">- Group contract for weeks 6 - 13- First project presentation- First group report		
3	What is working well?	<ul style="list-style-type: none">- Frontend- Backend		
4	What needs improvement?	<ul style="list-style-type: none">- Connecting tutor dashboard to backend DB		
5	Reminders	<ul style="list-style-type: none">- Commit to github from university account for individual contribution tracking		

6	What needs to be completed before the next meeting?	<ul style="list-style-type: none">- Group contract- Project presentation- Group report- Enough frontend for a viable demonstration		
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