Subject: Week 7 Group Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Justin Hoogwaerts (Tracker)

Mode: Online Meeting

Date: 17/09/2025

Time: 2:30pm

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

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	Status	- Academic staff refers to a fixed term continuing staff member as opposed to a casual staff member. - Draft Casual -> Hours for approval -> Approved Allocation - Automatically changing statuses (Nice to have) - Variation requests -> Unit coordinator, Originally when the allocation made it goes to admin (ie. allocations under "hours for approval" must be approved by admin)		

2	Dates	- Allocations changed just within the week. Not necessary for weeks in advance.		
3	Unscheduled Allocations	- UOS Necessary - Location sometimes necessary (dont show in the table but if clicked on show in a detailed view)		
4	Unit Coordinator/Tutor	- Tutor make changes to own allocations → gets approved by unit coordinator (all changes after creation is approved by UC)		
5	Teaching Assistant	- Responsible for changing allocations of tutors (must be approved by UC)		
6	Other	- Would be good to have sortable columns in other tables - Requests system more important than claims system to be implemented - Separate page for editing scheduled allocations would be nicer - Separate page for timeline view - Toggle button for switching between timeline view?		
7		-		
8		-		