

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? | - Scheduled 4th meeting as per tutors request | | |
| 2 | What is in progress? | - Group contract for weeks 6 - 13 - First project presentation - First group report | | |
| 3 | What is working well? | - Frontend - Backend | | |
| 4 | What needs improvement? | - Connecting tutor dashboard to backend DB | | |
| 5 | Reminders | - Commit to github from university account for individual contribution tracking | | |

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|-----|---|--|--|--|
| 6 | What needs to be completed before the next meeting? | - Group contract - Project presentation - Group report - Enough frontend for a viable demonstration | | |
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