Subject: Week 10 Client Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 21/10/2025

Time: 8am

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

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	- Presentation slides - Testing		
2	What is in progress?	- QA		
3	What is working well?	- Most of the system, just need final clean up		
4	What needs improvement?	- QA process, organise who does what		
5	Reminders	- Group report due this Sunday		
6	What needs to be completed before the next meeting?	- Group report - Final code		
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