

Subject: e.g. Tutor Meeting 8

Project Name: P30

Facilitator: Suryansh S. Shekhawat

Prepared by: Suryansh S. Shekhawat

Mode: In person

Date: 07/10/2025

Time: 8:00 am

Attendees: Suryansh Shekhawat, Gemma Lee, Elvis Nguyen, Paul (Hanqi) Zhang

Absent: Justin Hoogwaerts, Cameron Vella, Alexandra Vaughan

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	* Clarifications made on errors that need to be solved * Plan for tomorrow's client meeting, deliverables that need to be prepared. * New member (Gemma Lee) onboarded to the Backend team	Move chat conversations to slack for more formal visibility and participation audit	Gemma, Suryansh, Elvis, Paul	
2	What is in progress?	* Working on the Request System (major feature).	Add tutor in cc chain with client	everyone	
3	What is working well?	Team communication, Tutor communication and Client communication		everyone	

4	What needs improvement?	More Consistent Design would help	Suryansh has been assigned responsibility to make changes that ensure consistency across the Frontend !	everyone	
5	Reminders	Keep working on the individual reports and fulfilling XP responsibilities within the team	Doomsayer reminds everyone !		
6	What needs to be completed before the next meeting?	* Timeline MOCK page * Prepare questions (individual code issues). * Changes propagated !	in works, should be released in a few PRs by afternoon 8/10/2025		