

Meeting minutes

Subject: Week 2 Client meeting

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

Facilitator: Everyone except absentee

Prepared by: Client, Paul Zhang

Amended by: Elvis Nguyen 11/6/25 completeness audit

Mode: Client Meeting

Date: 15/08/25

Time: 10:30 - 11am

Note: The email notice of the client meeting was sent at 1am of Friday (15/08), naturally some members can't shift their schedule.

The specific content detailed by the client was recorded in Week 2 meeting notes file

| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
|---|--------------------------|--|--------------------------------|--|----------------------|
| 1 | What has been completed? | Client meeting, the client informed us about the project's premises | | Attendees | |
| 2 | What is in progress? | - Obtaining a timeslot for recurring client meetings - Determining tech stack | | Alex Vaughan has reached out to client | |
| 3 | What is working well? | Creation of a note document helped save and digest details about the desired system. | | Elvis + all present members | |
| 4 | What needs improvement? | Understanding of the Client's requirements, most of the team | Refinement of the requirements | All | |

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|---|---|---|---|--|--|
| | | <p>is uncertain of the needs and pain points.</p> <p>Most team members could have spoken up more during the client presentation to gather more information.</p> <p>The client meeting was not</p> | and pain points document to update team | | |
| 5 | Reminders | Deed and team contract is due on 17/08/25 | | | |
| 6 | What needs to be completed before the next meeting? | Delegation of team tasks, project set up and drafting of requirements and scope document | | Elvis (delegation) All (refinement of requirements and scope) Setup (Paul) Scheduling a reliable meeting time with Daniel | Need to elicit more details about the system from Daniel |

Stand up Meeting Records:

| # | Team Member | What has been completed | Blockers | What will be completed before next meeting | Is Present (Y/N) |
|---|-------------|--|----------|--|------------------|
| 1 | Paul Zhang | Assisting of system requirements documents | | Meeting minutes Ideation of tech stack | Y |

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|---|--------------------|---|--|--|---|
| 2 | Elvis Nguyen | Creation of system requirements documents + Sunday group meeting topics | | Delegation of team tasks and refinement of system requirements | Y |
| 3 | Justin Hoogwaerts | | | Revision of the current client meeting notes to gain understanding of the system | N |
| 4 | Alexandra Vaughan | Assisting of system requirements documents | | Following up on scheduling meeting with Daniel / new client representative | Y |
| 5 | Cameron Vella | Assisting of system requirements documents | | Revision of the current client meeting notes to gain understanding of the system | Y |
| 6 | Suryansh Shekhawat | | | Revision of the current client meeting notes to gain understanding of the system | N |
| 7 | Gemma Lee | Assisting of system requirements documents | | Revision of the current client meeting notes to gain understanding of the system | Y |