Meeting minutes

Subject: Week 5 Internal Group Meeting (Report & Slide Finalisation)
Project Name: P30 – Casual Academic Time Allocation Management System (CATAMS)
Facilitator: Elvis Nguyen
Prepared by: Elvis Nguyen
Mode: Online Meeting
Date: 07/09/2025
Time: 5:30 pm – 6:00 pm
Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Suryansh Shekhawat, Justin Hoogwaerts, Cameron Vella

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	What has been completed?	Report outline and page allocation confirmed– System Spec & Architecture sections drafted– Slides drafted by Alex	Proceed to final formatting + content merging	Elvis, Alex	
2	What is in progress?	Formatting, hyperlinking, and alignment of report sections–	Merge all sections into master Google	- All Elvis to finalize demo editing	

		Final edits to demo video for client presentation	Doc by midnight	
3	What is working well?	Clear division of report sections; collaborative edits via shared Docs	Maintain same structure for future submissions	Team
4	What needs improvement?	Minor formatting and content consistency across contributors	Alex to finalise styles; everyone to check hyperlinks	Alex + All
5	Reminders	Submit Group Report + Slides before midnight	Verify all contributions are properly tracked	Everyone
6	What needs to be completed before next meeting?	Complete: report submission, demo video, and slide hand-in	Elvis – Demo Video Alex – Slides + Formatting Paul – Discipline Knowledge	Assigned as listed

Justin,
Cameron,
Gemma,
Suryansh –
Feasible Plan /
Reflections /
Conclusions

Stand up Meeting Records:

#	Team Member	What has been completed	Blockers	What will be completed before next meeting	Present (Y/N)
1	**Elvis Nguyen**	System Specs & Architecture (User Stories, Architecture, Implementation, Testing); coordinated full meeting	None	Submit final demo video + report merge	Y
2	**Alexandra Vaughan**	Prepared slides & report intro; formatted Elvis's sections	Style checks	Finalise slides & submit formatted report	Y
3	**Paul Zhang**	Wrote *Discipline Knowledge & Tools* section	None	Review citations & references	Y
4	**Justin Hoogwaerts**	Drafted *Feasible Plan & Risk Mitigation*	None	Proof and upload section to master doc	Y

5	**Cameron Vella**	Contributed to Reflections & Conclusions	None	Verify hyperlinks and final check	Y
6	**Gemma Lee**	Helped compile Reflections & Conclusions section	None	Proofread final report document	Y
7	**Suryansh Shekhawat**	Assisted in Feasible Plan & Reflections sections	None	Final QA pass on report content / appendix	Y