

Subject: Week 10 Tutorial Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 14/10/2025

Time: 8am

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

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">- Completed initial implementation of tutor, TA, and UC dashboards.- Core allocation management, swap requests, and claim workflows functional.- Basic UI layouts finalised for all key user roles.- Began preparing presentation slides for upcoming client deployment.		
2	What is in progress?	<ul style="list-style-type: none">- Refining system demonstrations for video recording.- Polishing the user interface for smoother navigation.		

		<ul style="list-style-type: none">- Writing slide content and visuals for client presentation.- Conducting internal walkthroughs to ensure feature coverage.		
3	What is working well?	<ul style="list-style-type: none">- Collaboration and division of tasks across team members.- Stable integration between frontend and backend (Supabase connection verified).- Clear user flows for swap and claim requests.		
4	What needs improvement?	<ul style="list-style-type: none">- Improve consistency of UI styling before final demo.- Refine database validation to reduce duplicate or missing entries.- Expand test coverage for new components.- UI/UX: Introduce dynamic row addition for unscheduled activities instead of a separate page.- Pay Codes: Keep pay codes flexible (display all codes rather than restricting options).- Access Control: Ensure System Admins can view all allocations across units, while UCs are restricted to their coordinated units.		
5	Reminders	<ul style="list-style-type: none">- Submit updated slide draft for review before the next meeting.		

		<ul style="list-style-type: none">- Ensure all core user stories are demo-ready.- Record short demo clips if live presentation lags.		
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none">- Finalise presentation slides.- Conduct a mock run-through of the demo.- Prepare talking points and assign presentation roles.		
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