

Meeting minutes

Subject: Week 3 Subgroup Meeting

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

Facilitator: Team Manager Suryansh + Elvis

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 23/08/25

Time: 17:30-18:00

Attendees: Paul Zhang, Elvis Nguyen, Suryansh Shekhawat

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">- Delegation of roles for upcoming week- Clarification of speaking notes		<p>Delegation of roles by Elvis</p> <p>All members have completed their assigned tasks for the project scope submission and slides</p>	
2	What is in progress?	<ul style="list-style-type: none">- ER Diagram + Schema- User stories + FR + NFR- Wireframes		<ul style="list-style-type: none">- Gemma + Alex assigned to ER/Schema	

		<ul style="list-style-type: none"> - Project setup and technical documentation 		<ul style="list-style-type: none"> - Cameron + Justin (User stores and Frs) - Elvis + Suryansh (Wireframes) - Elvis + Paul (Project set up) 	
3	What is working well?				
4	What needs improvement?	<ul style="list-style-type: none"> - More even delegation of work to rest of team - Technical ownership is not currently well delegated to rest of the team. - Doomsayer role is currently being underutilised - Github currently only has two contributors consisting of Elvis and Paul 			
5	Reminders				
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> - Project scope slides submission - Initial wireframe drafts - Finalisation of ERD - User stories + Frs - Github husky hooks + eslint set up 		<p>Gemma to submit project scope slides</p> <p>Elvis and suryansh to work on wireframe drafts</p> <p>Gemma to work on ERD finalisation</p>	

				Alex to work on draft schema Justin & Cameron to finish US + Frs Paul to set up repository with CI/CD tools	
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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	Technical discussion Github repo setup Github issue setup		Continued backend configuration, documentation,	Y
2	Elvis Nguyen	Technical discussion Meeting Minutes Github issue setup Allocation of roles		Assistance with wireframing + repo set up and technical documentation	Y
3	Justin Hoogwaerts	Technical discussion Slides		User stories, FR, NFR, end assistance with wireframing	Y
4	Alexandra Vaughan	Technical discussion Slides + User stories		ER diagram + schema finalisation	Y

5	Cameron Vella	Technical discussion Slides		User stories, FR, NFR, assistance with finishing wireframes	Y
6	Suryansh Shekhawat	Technical discussion Gantt Chart Ownership of wireframing		Wireframes	Y
7	Gemma Lee	Technical discussion Slides + scope Submission		ER diagram + schema finalisation	Y