

Meeting minutes

Subject: Week 10 Internal Group Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 12/10/2025

Time: 5:30–6:30 pm

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Open PRs ready for review: #147 Timeline (Suryansh), #148 Service Layer & migrations (Alex), #149 Correction Request Modal (Justin), #152 Swap Page WIP (Cameron), #151/#153 Simple Claim (Elvis).	Proceed with live walkthroughs and assign reviewers.	Elvis + team	-

2	What is in progress?	Visual reviews in meeting; note merge conflicts across shared services/pages.	Finish reviews tonight; prepare sequential merge order.	All	-
3	What is working well?	Clear PR descriptions; screenshots/testing steps improving.	Keep PRs with test steps + screenshots/gifs.	All	-
4	What needs improvement?	Major merge conflicts on frontend service layer and dashboard pages.	Elvis to untangle conflicts post-meeting; authors to be on standby for fixes.	Elvis + authors (Cameron, Justin, Alex, Suryansh)	-
5	Reminders	Sanity checks after merge: build, nav, claim/correction submit, timeline render.	Paul to sanity-test main after merges.	Paul	-
6	What needs to be completed before the next meeting?	Complete reviews → resolve conflicts → merge in stages: #147 → #149 → #148 → claims → swap (WIP).	Execute plan and report status.	Elvis + reviewers	-

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	Reviewed claim PR; queued to review #147; will sanity-test post-merge	None	Approve reviews; test main after merges	Y
2	Elvis Nguyen	Led meeting; reviewed all PRs; prepared merge plan	Merge conflicts	Resolve conflicts, merge approved PRs, post summary	Y
3	Justin Hoogwaerts	PR #149 Correction Request Modal	Review feedback	Address comments; ready for merge slot #2	Y
4	Alexandra Vaughan	PR #148 Service Layer & migrations	Depends on #147/#149 order	Support conflict fixes; approve merges	Y
5	Cameron Vella	PR #152 Swap Page (WIP)	Feature gaps; pending JSON details	Finish interactions/details; resubmit for full review	Y
6	Suryansh Shekhawat	PR #147 Timeline Component	Minor UI polish; review cycle	Address comments; confirm ready for first merge	Y
7	Gemma Lee	Originally assigned to design backend schema for review system; progress paused due to laptop damage.	Hardware issue (water spill) caused a week of stagnation.	Begin implementing assigned page and backend functionality for viewing a request.	Y