Subject: Week 4 Client Meeting

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

Facilitator: Paul Zhang

Prepared by: Paul Zhang (Team Manager)

Mode: Online Meeting

Date: 27/08/2025

Time: 2:00pm

Attendees: Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Gemma Lee, Cameron Vella, Justin Hoogwaerts, Suryansh Shekhawat, Daniel Freidrich

Absent:

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	- Initial wireframes of the system - Main user flows demonstrated (tutor dashboard, request system, claims system)	Daniel: wireframes and workflows align well with expectations, budget tracking page is important, tutors should be able to view audit trails		
2	What is in progress?	- building tutor dashboard, request system, coordinator dashboard			

		- implementing CSV bulk import - backend DB schema			
3	What is working well?	- team alignment on MVP scope and priorities - wireframes validated by daniel - agreement that audit trails will reduce reliance on emails			
4	What needs improvement?	- clarify handling of extra activities (eg helpdesks and marking)			
5	Reminders	- coordinators have absolute authority over requests and budget allocations - claims system must automatically approve standard claims but flag altered claims			
6	What needs to be completed before the next meeting?	- MVP			
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