Meeting Minutes

Subject: Week 8 Client + Internal Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Elvis Nguyen

Mode: Online Meeting (Recorded)

Date: 24/09/2025

Time: 5:00 PM – 6:00 PM

Attendees: Elvis Nguyen, Paul Zhang, Gemma Lee, Cameron Vella, Justin Hoogwaerts, Alex Vaughan, Daniel (Client)

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	What has been completed?	Core backend features running: CSV import, allocation view + edit workflow, Tutor Dashboard connected to live allocations. Swap Request UI implemented (front-end).	Client confirmed group is ahead of schedule compared to peers; interface and feature breadth approved.	Elvis + Team	
2	What is in progress?	Request system build (Swap, Correction, Cancellation, Query).	Continue priority on Request system →	Elvis + Paul + Alex	

		Backend debugging for IS-94 bug (Paul + Elvis). Login/auth by Alex. Teaching Assistant + UC Dashboards being updated with budget and claim columns.	budget/claim deduction after.	
3	What is working well?	Client praised feature set and interface design ("ahead of most groups"). Strong collaboration between front and back end; Supabase schema functionality working as expected.	Maintain current velocity; keep testing flow between FE and BE.	Team
4	What needs improvement?	Internal debugging issue (HTTP 500 from Request page). Potential Supabase schema mismatch due to column deletion. Performance still limited by free tier Supabase.	Elvis to restore column and retest; Paul + Justin to verify on pull; consider Supabase paid plan for final demo.	Elvis + Paul
5	Reminders	Client approved mid-sem break off week (no meeting during StuVac). Prepare next milestone plan for Weeks 9–10 (Request system + budget deduction + audit log).	Compile action plan and share to Slack by end of week.	Elvis

| 6 | What needs to be completed before next meeting? | - Debug Request page backend (500 error)
- Implement TA/UC workflow connection for Swap requests
- Continue Query/Correction/Cancellation pages
- Prepare UI for Timeline View (WIP)
- Plan for Audit Log feature post-budget module | All owners as listed below | — |

Stand up Meeting Records:

#	Team Member	What has been completed	Blockers	What will be completed before next meeting	Present (Y/N)
1	**Elvis Nguyen**	Led client Q&A; demoed backend workflow + Supabase schema; clarified TA/UC approval hierarchy; debugged IS-94 error.	Schema mismatch (removed column).	Fix Supabase schema; assist Paul on debugging; outline Weeks 9–10 plan.	Y
2	**Paul Zhang**	Raised IS-94 bug; pair debug session with Elvis; prepared	Backend 500 error blocking tests.	Retest request routes; update Supabase config; document error cases.	Y

		client retrospective questions.			
3	**Gemma Lee**	Front-end Query Request complete; accepted task for TA Swap Notification UI.	Pending API integration.	Develop Swap Notification page (mock data).	Y
4	**Cameron Vella**	Confirmed Tutor/TA request pages to use new page pattern (not modal).	None.	Polish UI and assist Gemma in layout alignment.	Y
5	**Justin Hoogwaerts**	Correction Request page outline done; helped debug branch pull.	Local Git sync issues.	Finalise Correction Request mock + pull fix tests.	Y
6	**Alex Vaughan**	Working on Login/Auth and Cancellation Request backend; opened security/auth issue last week.	Awaiting Supabase schema stability.	Continue Auth route build; assist on backend debug.	Y
7	**Suryansh Shekhawat**	Not present	Awaiting brief from Elvis	Assigned to cancellation request mock	N