

## Meeting minutes

**Subject:** Week 9 Internal Group Meeting

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

**Facilitator:** Elvis Nguyen (Team Leader)

**Prepared by:** Elvis Nguyen

**Mode:** Online Meeting

**Date:** 28 / 09 / 2025

**Time:** 5 : 30 pm – 6 : 10 pm

**Attendees:** Elvis Nguyen, Paul Zhang, Gemma Lee, Suryansh Shekhawat

**Absent:** Alexandra Vaughan, Justin Hoogwaerts, Cameron Vella

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for Escalation
1	Meeting objective	Re-establish direction and clarify priorities for mid-semester period.	Continue development during break with flexible pace.	Elvis	–

2	Feature review	Discussed Daniel's latest client requests – timeline view for allocations due in two weeks.	Elvis to prototype timeline UI component.	Elvis	-
3	Backend progress	Confirmed Gemma's frontend progress and need for backend tables for requests and corrections.	Create correction_request table and connect routes to backend.	Suryansh & Elvis	-
4	Task delegation	– Alex to handle backend for "Find a Tutor." – Gemma to remove file attachments from frontend pages. – Paul to review Elvis's PR (#94 Edit Allocations).	Assign tasks and share summary via Slack.	Elvis	-
5	Permissions model	Discussed role-based access: System Admin (full access), UC (edit own unit), Tutor (view + request changes).	Implement view-only workflow for Teaching Assistants.	Elvis & Paul	-
6	UI consistency	Agreed to unify navbar and apply Paul's design scheme after feature freeze.	Suryansh to lead navbar standardization post-midsem.	Suryansh	-

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 meeting; managed task delegation and backend schema discussion	None	Draft timeline view and coordinate backend tasks	Y
2	Paul Zhang	Debugged allocation edit feature; tested PR #94	None	Approve PR and assist with permission logic	Y
3	Gemma Lee	Updated frontend page; joined for bug clarifications	None	Remove attachments and push revised frontend	Y
4	Suryansh Shekhawat	Took notes and assigned backend tasks	None	Create correction_request table and assist with UI standardization	Y
5	Alexandra Vaughan	–	Absent	Backend for Find a Tutor page	N
6	Justin Hoogwaerts	–	Absent	Review GitHub cleanup after break	N
7	Cameron Vella	–	Absent	Assist with frontend testing after break	N

