

Subject: Week 12 Tutorial Meeting

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

Facilitator: Alexandra Vaughan

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 28/10/2025

Time: 8am

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

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	- presentation to tutorial group - final		
2	What is in progress?	- Final client deployment preparation		
3	What is working well?	- group collaboration		
4	What needs improvement?	- NA – end of semester		
5	Reminders	- Tomorrow is client demo - Individual reports are due next week		
6	What needs to be completed before the next meeting?	- NA – end of semester		
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