

Subject: Week 9 Client Meeting

Project Name: P30

Facilitator: Suryansh S. Shekhawat

Prepared by: Suryansh S. Shekhawat

Mode: In person

Date: 08/10/2025

Time: 5:30 pm

Attendees: Suryansh Shekhawat, Gemma Lee, Elvis Nguyen, Paul (Hanqi) Zhang, Cameron Vella, Justin Hoogwaerts, Alexandra Vaughan, Daniel Friedrich

Absent: NA

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	* Client Representative clarified requirements for Timeline View * Client Representative clarified requirements for the Requests system	* Internal deadlines set for the completion of the Requests system (Sunday).	everyone!	
2	What is in progress?	* Working on the Request System (major feature). * Work on debugging the current broken implementations.	* progress will be checked on Sunday by Team Lead (Elvis)	Suryansh, Cameron, Justin, Gemma	

3	What is working well?	Team communication, Tutor communication and Client communication		everyone	
4	What needs improvement?	More Consistent Design would help Need QA for features that may be broken or only partially functional	Suryansh has been assigned responsibility to make changes that ensure consistency across the Frontend ! Paul and Alex also assigned responsibility for QA	Suryansh, Paul, Alex	
5	Reminders	Keep working on the individual reports and fulfilling XP responsibilities within the team	Doomsayer reminds everyone !		
6	What needs to be completed before the next meeting?	* Better QA (less issues) * Requests system complete (PRs made) * Elvis needs to figure out the Claim system views and flow for next week.	in works, should be released in a few PRs by afternoon 12/10/2025		