

Subject: Week 10 Client Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 15/10/2025

Time: 2.30pm

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?	<ul style="list-style-type: none">- Current request system implemented, supporting tutor, TA, and UC workflows.- Claim, query, and cancellation features functional.- Unscheduled activity creation feature exists (limited set).- Pay code integration operational.		
2	What is in progress?	<ul style="list-style-type: none">- Reviewing enhancements for request handling logic and role permissions.- Refining UI and usability for unscheduled activities and request management.- Updating pay code flexibility and tabular search access levels.		

3	What is working well?	<ul style="list-style-type: none">- Clear request handling flow for tutors, TAs, and coordinators.- Approval/rejection system is functioning as intended.- Coordinated responses between TAs and UCs for query and cancellation requests.		
4	What needs improvement?	<ul style="list-style-type: none">- Tutor Requests: Tutors should be limited to one active request type at a time.- Claims: TAs should be able to reject claim requests if needed.- Queries: UCs and TAs should be able to reply to tutor queries.- Cancellations: Both UCs and TAs should be allowed to reject cancellations, even when no replacement is provided.- Unscheduled Activities: Allow coordinators to create their own custom activities (e.g., meetings, admin work). Optional enhancement: enable CSV upload for bulk creation.- UI/UX: Introduce dynamic row addition for unscheduled activities instead of a separate page.- Pay Codes: Keep pay codes flexible (display all codes rather than restricting options).		

		- Access Control: Ensure System Admins can view all allocations across units, while UCs are restricted to their coordinated units.		
5	Reminders	<ul style="list-style-type: none"> - Implement flexibility for activity creation and pay code visibility. - Simplify UI for faster coordinator workflows. - Confirm data access boundaries between roles before next release. 		
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> - Apply logic to restrict tutors to one active request type. - Add rejection permissions for TAs/UCs on claims and cancellations. - Enable UC custom unscheduled activity creation (and test CSV upload option). - Implement dynamic UI rows for unscheduled activities. - Finalise pay code visibility logic and access control rules. 		
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