

Meeting minutes

Subject: Week 3 Client Meeting

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

Facilitator: Team Manager Elvis

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 20/08/25

Time: 14:00-14:30

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">- Clarification of system scope- Initial system ER diagram proposed and refined		All	ER diagram to be finalised
2	What is in progress?	<ul style="list-style-type: none">- Project scope document- Gantt Chart		All	
3	What is working well?				
4	What needs improvement?				
5	Reminders	Project Scope Statement due 24/08			
6	What needs to be completed before the next meeting?	Nothing			

Stand up Meeting Records:

#	Team Member	What has been completed	Blockers	What will be completed before next meeting	Is Present (Y/N)
1	Paul Zhang	Technical discussion, Meeting Minutes			Y
2	Elvis Nguyen	Technical discussion			Y
3	Justin Hoogwaerts	Technical discussion			Y
4	Alexandra Vaughan	Technical discussion			Y
5	Cameron Vella	Technical discussion			Y
6	Suryansh Shekhawat	Technical discussion			Y
7	Gemma Lee	Technical discussion			Y