

**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?	<ul style="list-style-type: none"><li>- presentation to tutorial group</li><li>- final</li></ul>		
2	What is in progress?	<ul style="list-style-type: none"><li>- Final client deployment preparation</li></ul>		
3	What is working well?	<ul style="list-style-type: none"><li>- group collaboration</li></ul>		
4	What needs improvement?	<ul style="list-style-type: none"><li>- NA – end of semester</li></ul>		
5	Reminders	<ul style="list-style-type: none"><li>- Tomorrow is client demo</li><li>- Individual reports are due next week</li></ul>		
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"><li>- NA – end of semester</li></ul>		
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