

## Meeting minutes

Subject: Week 2 in-tutorial meeting

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

Facilitator: Everyone except absentee

Prepared by: Paul (Hanqi) Zhang

Mode: In-Person Meeting

Date: 12/18/2025

Time: 8am-10am

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Github repository has been created</li><li>- Everyone including the tutor has joined the Slack Channel.</li><li>- Everyone has submitted their Deed Poll to the Project Manager.</li></ul>		Everyone	
2	What is in progress?	<ul style="list-style-type: none"><li>- Scheduling the initial meeting with the client</li></ul>		Everyone	
3	What is working well?				
4	What needs improvement?				

5	Reminders	- Group contract needs to be submitted		The chosen one	
6	What needs to be completed before the next meeting?	- Description of XP Roles		Everyone	

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	Slack, Github, deed poll	N/A	TBD	Y
2	Elvis Nguyen	Slack, Github, deed poll	N/A	TBD	Y
3	Justin Hoogwaerts	Slack, Github, deed poll	N/A	TBD	Y
4	Alexandra Vaughan	Slack, Github, deed poll	N/A	TBD	Y
5	Cameron Vella	Slack, Github, deed poll	N/A	TBD	Y
6	Suryansh Shekhawat	Slack, Github, deed poll	N/A	TBD	Y
7	Gemma Lee	Slack, Github, deed poll	N/A	TBD	N