

**Subject:** Week 10 Tutorial Meeting

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

**Facilitator:** Elvis Nguyen

**Prepared by:** Alexandra Vaughan

**Mode:** Tutorial

**Date:** 14/10/2025

**Time:** 8am

**Attendees:** Elvis Nguyen, Alexandra Vaughan, Paul Zhang, Suryansh Shekhawat, Gemma Lee

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Completed initial implementation of tutor, TA, and UC dashboards.</li><li>- Core allocation management, swap requests, and claim workflows functional.</li><li>- Basic UI layouts finalised for all key user roles.</li><li>- Began preparing presentation slides for upcoming client deployment.</li></ul>		
2	What is in progress?	<ul style="list-style-type: none"><li>- Refining system demonstrations for video recording.</li><li>- Polishing the user interface for smoother navigation.</li></ul>		

		<ul style="list-style-type: none"><li>- Writing slide content and visuals for client presentation.</li><li>- Conducting internal walkthroughs to ensure feature coverage.</li></ul>		
3	What is working well?	<ul style="list-style-type: none"><li>- Collaboration and division of tasks across team members.</li><li>- Stable integration between frontend and backend (Supabase connection verified).</li><li>- Clear user flows for swap and claim requests.</li></ul>		
4	What needs improvement?	<ul style="list-style-type: none"><li>- Improve consistency of UI styling before final demo.</li><li>- Refine database validation to reduce duplicate or missing entries.</li><li>- Expand test coverage for new components.</li><li>- UI/UX: Introduce dynamic row addition for unscheduled activities instead of a separate page.</li><li>- Pay Codes: Keep pay codes flexible (display all codes rather than restricting options).</li><li>- Access Control: Ensure System Admins can view all allocations across units, while UCs are restricted to their coordinated units.</li></ul>		
5	Reminders	<ul style="list-style-type: none"><li>- Submit updated slide draft for review before the next meeting.</li></ul>		

		<ul style="list-style-type: none"><li>- Ensure all core user stories are demo-ready.</li><li>- Record short demo clips if live presentation lags.</li></ul>		
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"><li>- Finalise presentation slides.</li><li>- Conduct a mock run-through of the demo.</li><li>- Prepare talking points and assign presentation roles.</li></ul>		
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