Subject: Week 9 Group Meeting

Project Name: P30

Facilitator: Suryansh S. Shekhawat

Prepared by: Suryansh S. Shekhawat

Mode: In person

Date: 12/10/2025

Time: 5:30 pm

Attendees: Suryansh Shekhawat, Gemma Lee, Elvis Nguyen, Paul (Hanqi) Zhang, Cameron Vella, Justin Hoogwaerts, Alexandra Vaughan.

Absent: NA

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	* Request System PRs (Cancellation, Swap, Correction, Query) * Elvis has made progress on Claim system structure along with backend team	* Showcase of PR's by corresponding creators	everyone	
2	What is in progress?	* Review of the Request System (major feature). * Design of the Claim System (major feature)	* PRs to be merged as soon as possible !	everyone	

3	What is working well?	Team communication, Tutor communication and Client communication		everyone	
4	What needs improvement?	More Consistent Design would help QA work (some features / buttons broken or unnecessary) Testing	Suryansh has been assigned responsibility to make changes that ensure consistency across the Frontend ! Alex and Paul are now doing QA for the website ! Paul explains testing status to team	everyone	
5	Reminders	Keep working on the individual reports and fulfilling XP responsibilities within the team	Doomsayer reminds everyone !		
6	What needs to be completed before the next meeting?	* Better QA (less issues) * Requests system complete (PRs made) * Elvis needs to figure out the Claim system views and flow for next week.	in works, should be released in a few PRs by afternoon 12/10/2025		