

## Meeting minutes

Subject: Week 3 Team meeting

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

Facilitator: Team Manager Elvis

Prepared by: Elvis Nguyen

Mode: In tutorial Meeting

Date: 19/08/25

Time: 08:00-10:00

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	Set up of scope document Core Entities for ER diagram		Elvis	
2	What is in progress?	ER Diagram, User Stories, Functional/Non functional requirements		Elvis to prepare draft ERD for tomorrows meeting with Daniel (client)  Gemma, Suryansh, Alex, Cameron, Justin (Presentation slides)  Alex, Paul ( User stories and	

				functional requirements)	
3	What is working well?	Clear delegation of tasks. Solid foundation of scope document set up			
4	What needs improvement?				
5	Reminders	Project Scope Statement due 24/08			
6	What needs to be completed before the next meeting?	Client Questions document  User stories draft  ERD draft		All	

#### 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,		Contribution to Client Questions document	Y
2	Elvis Nguyen	Technical discussion Meeting Minutes		ERD draft ideation of Client Questions document	Y

3	Justin Hoogwaerts	Technical discussion		Contribution to Client Questions document	Y
4	Alexandra Vaughan	Technical discussion		Contribution to Client Questions document	Y
5	Cameron Vella	Technical discussion		Contribution to Client Questions document	Y
6	Suryansh Shekhawat	Technical discussion		Contribution to Client Questions document	Y
7	Gemma Lee	Technical discussion		Contribution to Client Questions document	Y