

Meeting minutes

Subject: Week 6 Client + Internal Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 10 Sept 2025

Time: 2 – 3 PM

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

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	What has been completed?	Demonstrated current MVP to client covering Tutor Dashboard, UC Dashboard, and System Admin functions. Bulk CSV upload and overlap checking working.	Client approved core functions for deployment. Proceed to connect remaining mock data to live database.	Elvis + Team	

2	What is in progress?	Backend refactor and allocation editing module integration. Frontend linking of Tutor Dashboard and Allocation Details.	Create issues from transcript; assign tasks as per delegation plan.	Elvis (coordinator)
3	What is working well?	Clear alignment with client requirements; positive feedback on responsiveness and communication. Feature scope clarified for deployment.	Maintain same communication cadence and structured demo approach for next client review.	Team
4	What needs improvement?	Lack of multi-week editing and subset selection in Allocation Editing; mock data still in some pages.	Implement multi-week edit capability; finish DB hookups for Tutor and Allocation Details pages.	Elvis + Suryansh + Gemma
5	Reminders	New login page (simulated SSO) to be added; future secure sessions flagged as mandatory.	Implement basic	Paul + Alex

6	username-only login for demo.			
	What needs to be completed before next meeting?	Finish allocation editing functionality, database integration for Tutor Dashboard and Allocation Details, basic login implementation, and documentation update.	Progress check by Saturday. Demo-ready build targeted for next client review.	All members

Stand up Meeting Records:

#	Team Member	What has been completed	Blockers	What will be completed before next meeting	Present (Y/N)
1	Elvis Nguyen	Led client presentation; backend integration for System Admin dashboard; defined task delegations.	None	Compile issues from transcript; complete backend for allocation editing and API contracts.	Y
2	Paul Zhang	Reviewed REST API routes; proposed refactor for clarity.	None	Develop mock login page (frontend + backend query).	Y

3	Justin Hoogwaerts	Maintained Tutor Dashboard; demoed DB-connected allocations.	None	Add sortable columns; remove claimed sessions table; assist Gemma.	Y
4	Alexandra Vaughan	Contributed to meeting discussion and API review.	None	Support frontend integration where needed.	Y
5	Cameron Vella	Owned UC Dashboard; confirmed column changes and approve buttons.	None	Implement column and text updates; add approve buttons and role column.	Y
6	Suryansh Shekhawat	Built allocation editing UI mockup.	Complex frontend state handling for multi-week selection.	Integrate tick-box selector and null start/end handling; sync with Elvis backend.	Y
7	Gemma Lee	Implemented Allocation Details page UI.	Requires live data hook.	Connect page to backend via allocation ID; collaborate with Alex.	Y