

## Meeting minutes

Subject: Week 2 Team meeting

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

Facilitator: Team Manager Elvis

Prepared by: Paul Zhang

Mode: Online Meeting

Date: 17/08/25

Time: 17:30-18:00

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none"><li>- Determining our tech stack to be NextJS for both front and backend.</li><li>- Elvis reiterated about the impending week 4 presentation.</li><li>- Suryansh created the google slides for presentation</li></ul>		Attendees	
2	What is in progress?	<ul style="list-style-type: none"><li>- Obtaining a timeslot for recurring client meetings</li><li>- Asking about obtaining mock data/apis</li><li>- Obtaining client meeting recording</li><li>- Setup a JIRA/Github issues board</li></ul>		<ul style="list-style-type: none"><li>- Alex Vaughan has reached out to client</li><li>- Paul Zhang is going to setup the board</li></ul>	
3	What is working well?				
4	What needs improvement?				

5	Reminders	Project Scope Statement due 24/08			
6	What needs to be completed before the next meeting?	Nothing			

#### 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, Meeting Minutes			Y
2	Elvis Nguyen	Technical discussion			Y
3	Justin Hoogwaerts	Technical discussion			Y
4	Alexandra Vaughan	Technical discussion			Y
5	Cameron Vella	Technical discussion			Y
6	Suryansh Shekhawat	Technical discussion			Y
7	Gemma Lee	Technical discussion			Y