Meeting minutes

Subject: Week 3 Subgroup Meeting
Project Name: P30 Casual Academic Time Allocation Management System (CATAMS)
Facilitator: Team Manager Suryansh + Elvis
Prepared by: Elvis Nguyen
Mode: Online Meeting
Date: 23/08/25
Time: 17:30-18:00

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	- Delegation of roles for upcoming week - Clarification of speaking notes		All	
2	What is in progress?	- ER Diagram + Schema - User stories + FR + NFR - Wireframes - Project setup and technical documentation		- Gemma + Alex - Cameron + Justin - Elvis + Suryansh - Elvis + Paul	
3	What is working well?				
4	What needs improvement?	- More even delegation of work to rest of team - Technical ownership is not currently well delegated to rest of the team.			

		- Doomsayer role is currently being underutilised - Github currently only has two contributors consisting of Elvis and Paul				
5	Reminders					
6	What needs to be completed before the next meeting?	- Project scope slides submission - Initial wireframe drafts				

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 Github repo setup Github issue setup		Continued backend configuration, documentation,	Y
2	Elvis Nguyen	Technical discussion Meeting Minutes Github issue setup Allocation of roles		Assistance with wireframing + repo set up and technical documentation	Y
3	Justin Hoogwaerts	Technical discussion Slides		User stories, FR, NFR, end assistance with wireframing	Y

4	Alexandra Vaughan	Technical discussion Slides + User stories		ER diagram + schema finalisation	Y
5	Cameron Vella	Technical discussion Slides		User stories, FR, NFR, assistance with finishing wireframes	Y
6	Suryansh Shekhawat	Technical discussion Gantt Chart Ownership of wireframing		Wireframes	Y
7	Gemma Lee	Technical discussion Slides + scope Submission		ER diagram + schema finalisation	Y