

Subject: Week 13 Tutorial Meeting

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

Facilitator: Paul Zhang

Prepared by: Alexandra Vaughan

Mode: Tutorial

Date: 04/11/2025

Time: 8am

Attendees: Paul Zhang, Alexandra Vaughan

#	Agenda Item	Description/ Comments	Who?	Items for escalation
1	What has been completed?	- Final deployment, client meeting, final group report, final presentation		
2	What is in progress?	- Individual reports		
3	What is working well?	- NA		
4	What needs improvement?	- NA		
5	Reminders	- Individual reports due		
6	What needs to be completed before the next meeting?	- NA		
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