Meeting Minutes

**Subject:** Week 8 – Sunday Internal Group Meeting
**Project Name:** P30 – Casual Academic Time Allocation Management System (CATAMS)
**Facilitator:** Elvis Nguyen
**Mode:** Online (Zoom Recording)
**Date:** 28/09/2025
**Time:** 5:00 PM – 6:00 PM
**Attendees:** Elvis Nguyen, Paul Zhang, Suryansh Shekhawat, Gemma Lee

| # | Agenda Item | Description / Comments | Decision / Action | Who | Items for escalation |
|---|---|---|---|---|---|
| 1 | What has been completed? | Frontend for Request System pages (Swap, Correction, Cancellation, Query) finalized. Supabase schema debugged and verified by Paul after Elvis' schema fix. | Merge main branch and re-push schema updates as deployment baseline. | Elvis + Paul | |
| 2 | What is in progress? | Backend table creation for Query and Correction requests. | Continue building tables and routes; | Elvis + Paul + Alex | |

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| | | Debugging Request Page HTTP 500 error. Backend coordination for Find Tutor API (Cancellation + Swap). | complete error fix before Week 9 tutorial (7 Oct). | |
| 3 | What is working well? | Stable frontend connections; schema replicated successfully across machines. Clear communication on Request System tasks. | Maintain current cadence and verify integration after each merge. | Team |
| 4 | What needs improvement? | Query/Correction backend tables missing; TA/UC permission logic pending; UI inconsistency across pages. | Create tables; clarify TA access rules; assign UI standardization and Timeline View ownership to Suryansh. | Elvis + Suryansh |
| 5 | Reminders | Soft deadline set for Week 9 tutorial (7 Oct). No compulsory mid-sem work; members encouraged to finalize minor tasks. | Prepare Slack summary of task allocations and deadlines. | Elvis |
| 6 | What needs to be completed before next meeting? | • Implement Query + Correction tables and routes<br>• Remove attachment sections<br>• Fix Request Page 500 error | All owners as listed below | — |

• Clean repository (empty files)
• Start Timeline View UI prototype and navbar design

Stand up Meeting Records:

| # | Team Member | What has been completed | Blockers | What will be completed before next meeting | Is Present (Y/N) |
|---|---|---|---|---|---|
| 1 | **Elvis Nguyen** | Facilitated meeting; resolved backend schema issues; coordinated task delegation and backend merge plan. | Minor Supabase debugging (HTTP 500 from Request Page). | Merge schema, fix backend bug, finalize Slack summary of Week 9 deliverables. | **Y** |
| 2 | **Paul Zhang** | Verified Supabase schema locally; reviewed Allocation Edit workflow; assisted backend debugging. | Local 500 error due to schema mismatch. | Retest backend after schema merge; validate fix on pull. | **Y** |
| 3 | **Suryansh Shekhawat** | Scribed meeting; initiated UI refactor plan; responsible for Timeline View component + navbar standardization. | None. | Build initial Timeline View mock; draft navbar UI prototype. | **Y** |

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| **4** | **Gemma Lee** | Completed Query Request frontend; joined mid-meeting to confirm attachment removal. | Backend API/table missing. | Remove attachment section; await backend route integration. | **Y** |
| **5** | **Cameron Vella** | Developed Swap Request mock UI; contributed to Request System design discussion. | No backend endpoint for Swap Request yet. | Coordinate with backend team for API integration; refine page for demo. | **N** |
| **6** | **Alex Vaughan** | Coordinating backend structure (Find Tutor API, table design). | Query + Correction tables not created yet. | Create tables and routes; clean repository of unused files. | **N** |
| **7** | **Justin Hoogwaerts** | Working on Correction Request page mock; integrated feedback from Elvis. | No backend endpoint yet. | Remove attachment field; assist backend integration after API creation. | **N** |