Subject: Week 9 Group Meeting
Project Name: P30
Facilitator: Suryansh S. Shekhawat
Prepared by: Suryansh S. Shekhawat
Mode: In person
Date: 8/10/2025
Time: 5:00 pm
Attendees: Suryansh Shekhawat, Gemma Lee, Elvis Nguyen, Paul (Hanqi) Zhang, Cameron Vella, Justin Hoogwaerts, Alexandra Vaughan, Daniel Friedrich
Absent: NA

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	* Navigation Bar Design # 1 * Timeline View * Everyone (including the frontend) onboarded onto the backend by Elvis * MUI component for tables (theme)	* Review of Design, Refactoring advice given. * Review of small bug fixes	everyone	
2	What is in progress?	* Working on the Request System (major feature).		everyone	

3	What is working well?	Team communication, Tutor communication and Client communication		everyone	
4	What needs improvement?	More Consistent Design would help QA work (some features / buttons broken or unnecessary)	Suryansh has been assigned responsibility to make changes that ensure consistency across the Frontend ! Alex and Paul are now doing QA for the website !	everyone	
5	Reminders	Keep working on the individual reports and fulfilling XP responsibilities within the team	Doomsayer reminds everyone !		
6	What needs to be completed before the next meeting?	* Better QA (less issues) * Requests system complete (PRs made) * Elvis needs to figure out the Claim system views and flow for next week.	in works, should be released in a few PRs by afternoon 12/10/2025		