

Meeting minutes

Subject: Week 2 Client meeting

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

Facilitator: Everyone except absentee

Prepared by: Client, Paul Zhang

Amended by: Elvis Nguyen 11/6/25 completeness audit

Mode: Client Meeting

Date: 15/08/25

Time: 10:30 - 11am

Note: The email notice of the client meeting was sent at 1am of Friday (15/08), naturally some members can't shift their schedule.

The specific content detailed by the client was recorded in Week 2 meeting notes file

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Client meeting, the client informed us about the project's premises		Attendees	
2	What is in progress?	<ul style="list-style-type: none">- Obtaining a timeslot for recurring client meetings- Determining tech stack		Alex Vaughan has reached out to client	
3	What is working well?	Creation of a note document helped save and digest details about the desired system.		Elvis + all present members	
4	What needs improvement?	Understanding of the Client's requirements, most of the team	Refinement of the requirements	All	

		is uncertain of the needs and pain points. Most team members could have spoken up more during the client presentation to gather more information.	and pain points document to update team		
5	Reminders	The client meeting was not Deed and team contract is due on 17/08/25			
6	What needs to be completed before the next meeting?	Delegation of team tasks, project set up and drafting of requirements and scope document		Elvis (delegation) All (refinement of requirements and scope Setup (Paul) Scheduling a reliable meeting time with Daniel	Need to elicit more details about the system from Daniel

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	Assisting of system requirements documents		Meeting minutes Ideation of tech stack	Y

2	Elvis Nguyen	Creation of system requirements documents + Sunday group meeting topics		Delegation of team tasks and refinement of system requirements	Y
3	Justin Hoogwaerts			Revision of the current client meeting notes to gain understanding of the system	N
4	Alexandra Vaughan	Assisting of system requirements documents		Following up on scheduling meeting with Daniel / new client representative	Y
5	Cameron Vella	Assisting of system requirements documents		Revision of the current client meeting notes to gain understanding of the system	Y
6	Suryansh Shekhawat			Revision of the current client meeting notes to gain understanding of the system	N
7	Gemma Lee	Assisting of system requirements documents		Revision of the current client meeting notes to gain understanding of the system	Y