

Meeting minutes

Subject: Week 3 Client Meeting

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

Facilitator: Team Manager Elvis

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 20/08/25

Time: 14:00-14:30

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">- Clarification of system scope- Initial system ER diagram proposed and refined		All	
2	What is in progress?	<ul style="list-style-type: none">- Project scope document- Gantt Chart- Wireframes		Suryansh - Gantt chart	
3	What is working well?	<ul style="list-style-type: none">- Team is decisive with tech stack.		Paul confirmed the direction for our project stack being next.js Paul has created tickets on github for early project set up	

				Elvis suggested supabase. Agreed with by the team.	
4	What needs improvement?	Most of team still finding the requirements unclear.	Creation of wireframes to show system flow	Surynash + assisted by Elvis	
5	Reminders	Project Scope Statement due 24/08			
6	What needs to be completed before the next meeting?	Nothing			

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, Meeting Minutes		Project set up + assistance with scope document	Y
2	Elvis Nguyen	Technical discussion		Project deliverables + finalisation of scope document	Y
3	Justin Hoogwaerts	Technical discussion		Presentation slides	Y

4	Alexandra Vaughan	Technical discussion		Presentation slides	Y
5	Cameron Vella	Technical discussion		Presentation slides	Y
6	Suryansh Shekhawat	Technical discussion		Gantt Chart	Y
7	Gemma Lee	Technical discussion		Presentation slides	Y