

Meeting minutes

Subject: Week 5 Client Meeting

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

Facilitator: Elvis Nguyen

Prepared by: Justin Hoogwaerts (assigned Tracker, absent)

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

Mode: Online Meeting

Date: 03/09/2025

Time: 2:00 – 2:30 PM

Attendees: Daniel (Client), Elvis Nguyen, Paul Zhang, Alexandra Vaughan, Gemma Lee, Suryansh Shekhawat, Cameron Vella

Absent: Justin Hoogwaerts

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalati on
1	What has been completed?	Demonstrated bulk CSV import and rollback features. Showed integration with cloud database and audit history. Reviewed group report and slides in progress.		Elvis (implementation and presentation) Alex (Draft schema and ETL pipeline)	

2	What is in progress?	Backend: Allocation table integration and schema adjustments for pay codes. Frontend: Dashboard UI setup. Documentation: Group report, slides.	Continue implementing allocation view and schema update.	All	
3	What is working well?	Frontend-backend coordination improving; stable import-preview pipeline.	Maintain architecture and current data model.	Team	
4	What needs improvement?	Client suggested CSV export functionality for current allocations.	Add export functionality to backlog (future iteration).	Team	
5	Reminders	Group report and client presentation due Week 6.	Finalize demo and upload minutes.	All	
6	What needs to be completed before the next meeting?	Budget module prototype, nullable schema for marking, updated client demo.		All	

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	Managed client meeting; contributed to project presentation planning	None	Review and finalize slides	Y
2	Elvis Nguyen	Presented demo, handled technical walkthrough with client	None	Implement budget logic and rollback testing	Y
3	Justin Hoogwaerts	Assigned as tracker for Week 5 meeting	Absent from session	Review recording and compile finalized minutes	N
4	Alexandra Vaughan	Assisted with report writing and presentation prep	None	Write <i>Introduction</i> section of report	Y
5	Gemma Lee	Reviewed client feedback; worked on documentation	None	Integrate client notes into slides	Y
6	Suryansh Shekhawat	Attended client meeting; internal discussion post-client	None	Perform documentation cleanup / system summary	Y
7	Cameron Vella	Participated in client meeting	Left early	Implement Budget Overview section for Coordinator Dashboard	Y