

## Meeting minutes

Subject: Week 3 Subgroup Meeting

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

Facilitator: Team Manager Elvis

Prepared by: Elvis Nguyen

Mode: Online Meeting

Date: 23/08/25

Time: 19:30-20:00

#	Agenda Item	Description/ Comments	Decision /Action	Who?	Items for escalation
1	What has been completed?	- Creation of proposed deliverables and timeline document		Finalisation of project deliverables by Elvis	
2	What is in progress?	- Wireframes drafting - Gantt chart		Elvis + Suryansh to work on wireframes  Gantt chart to be done by suryansh	
3	What is working well?	- Subgroup meetings are more focused, flexible and elicit higher participation			
4	What needs improvement?	- More even delegation of work to rest of team - Need to start pushing for rest of team to take ownership of deliverables	Decisive delegation in tomorrow's official	Suryansh (Assigned meeting manager)	

		<ul style="list-style-type: none"> <li>- Team alignment is faltering, many members do not have sufficient momentum on the project</li> </ul>	group meeting		
5	Reminders	Project scope slides and document due 24/8/25			
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> <li>- Project scope slides</li> <li>- Role allocations for coming week</li> </ul>		All members to work on slides	

#### 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, feed back and verification of project deliverables			Y
2	Elvis Nguyen	Technical discussion Meeting Minutes Presentation of project deliverables		Allocation of roles for upcoming weeks	Y
3	Justin Hoogwaerts	Technical discussion			N
4	Alexandra Vaughan	Technical discussion			N
5	Cameron Vella	Technical discussion			N

6	Suryansh Shekhawat	Technical discussion, feed back and verification of project deliverables.		Gantt chart, meeting agenda for tomorrow	Y
7	Gemma Lee	Technical discussion			N