

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?	- Clarification and finalisation of deliverables		All	
2	What is in progress?	- Wireframes drafting		Elvis + 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			
5	Reminders	Project scope slides and document due 24/8/25			

6	What needs to be completed before the next meeting?	- Project scope slides - Role allocations for coming week			
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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,			Y
2	Elvis Nguyen	Technical discussion Meeting Minutes		Allocation of roles	Y
3	Justin Hoogwaerts	Technical discussion			N
4	Alexandra Vaughan	Technical discussion			N
5	Cameron Vella	Technical discussion			N
6	Suryansh Shekhawat	Technical discussion			Y
7	Gemma Lee	Technical discussion			N