

Meeting minutes

Subject: Week 3 Team meeting

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

Facilitator: Team Manager Elvis

Prepared by: Elvis Nguyen

Mode: In tutorial Meeting

Date: 19/08/25

Time: 08:00-10:00

| # | Agenda Item | Description/ Comments | Decision /Action | Who? | Items for escalation |
|---|---|--|------------------|-----------|----------------------|
| 1 | What has been completed? | | | Attendees | |
| 2 | What is in progress? | ER Diagram, User Stories, Functional/Non functional requirements | | All | |
| 3 | What is working well? | | | | |
| 4 | What needs improvement? | | | | |
| 5 | Reminders | Project Scope Statement due 24/08 | | | |
| 6 | What needs to be completed before the next meeting? | Project Scope Document and 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, | | | Y |
| 2 | Elvis Nguyen | Technical discussion Meeting Minutes | | | Y |
| 3 | Justin Hoogwaerts | Technical discussion | | | Y |
| 4 | Alexandra Vaughan | Technical discussion | | | Y |
| 5 | Cameron Vella | Technical discussion | | | Y |
| 6 | Suryansh Shekhawat | Technical discussion | | | Y |
| 7 | Gemma Lee | Technical discussion | | | Y |