Meeting Minutes

Meeting Title: Weekly Project Meeting – Task Allocation Following Client Feedback
Date: 25th September 2025
Time: 21:00 pm
Location: Microsoft Teams
Minutes Prepared By: Gayathri Kasunthika Kanakaratne

Attendees

Team Members: Zhaodong Shen, Siqi Shen, Wei Dai, Christina Fington, Gayathri Kasunthika Kanakaratne,Manas Rawat

Discussion

Project Progress and Next Steps:

- Based on the feedback from the **previous client meeting**, Zhaodong provided an update on the team's current progress.

- The team then discussed how to divide the **remaining tasks** to ensure steady progress toward Phase 2 objectives.

- Tasks were allocated across backend and frontend areas, with a focus on implementing training records management and ensuring proper API coverage.

Task Allocation

Backend Development:

1. **APIs for CRUD Training Records** – Gayathri

    - List records with filters by user, training, and date range

○   Support pagination (lower priority)

2. **List All Users for a Specific Training** – Zhaodong

   ○   Extend/revise existing `/api/users` API

   ○   Include `completion_status` (`not_attempted | expired | failed | passed`)

3. **List All Trainings of a Specific User** – Zhaodong

4. **List All Trainings for a Specific Group** – Christina

   ○   Modify `UserGroupSerializer`

5. **List All Groups for a Specific Training** – *Unassigned (to be confirmed)*

Frontend Development:

1. **Training Records Management** – Wei

   ○   Implement table view with create/update/delete dialogs

2. **Training Details Page** – Zhaodong

   ○   View users and their completion status

   ○   Include filter for completed vs. not completed

   ○   Integrate with `/api/trainings/{id}/users?completed`

3. **Revise Homepage** – Siqi

4. **User Upload View (Optional, Final)** – To be completed at the end

   ○   Separate view for users to upload their own training completion file

Decisions

- Backend and frontend responsibilities were clearly divided to avoid duplication.

- Optional tasks (e.g., user upload view) will be addressed if time permits after core features are stable.

- Each member is responsible for updating progress on GitHub and raising blockers promptly.

Next Steps

1. Begin immediate development of allocated backend and frontend features.

2. Share intermediate progress in the next check-in meeting.

3. Ensure APIs and frontend views are integrated smoothly before the next client review.