

Subject: Team Meeting 1

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: In-person

Date: 12 August 2025

Time: 6:00 PM – 8:00 PM

Attendees: All members

Absent: None

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	<ul style="list-style-type: none">• Project allocation results received from tutor (via email) and group allocation checked on Canvas.• Group contract drafted and ready for review.• Deed Poll document signed• Initial plan of agenda for Week 2 confirmed.• Preliminary list of questions to ask the client during the first meeting has been prepared.	Prepare client meeting agenda based on pre-drafted questions.	All group members	None at this stage — no blockers identified.
2	What is in progress?	<ul style="list-style-type: none">• Reviewing and studying online resources about Extreme Programming (XP).			

		<ul style="list-style-type: none">• Creating XP methodology summary (to be uploaded to GitHub this week).• Exploring XP roles, responsibilities, and expected tasks for each team member.• GitHub repository setup in correct format• Slack channel creation and member invitation (team + tutor).• Compiling a list of tools, knowledge, and skills needed for the project.• Assigning research tasks for each team member.			
3	What is working well?	<ul style="list-style-type: none">• Clear division of responsibilities among team members.• Good communication through early use of online collaboration tools and in-person meeting• Agreement reached on main priorities for Week 2 activities.			
4	What needs improvement?	<ul style="list-style-type: none">• Faster completion of GitHub and Slack setup to avoid			

		delaying documentation and communication.			
5	Reminders	<ul style="list-style-type: none">• All XP summaries must be uploaded to GitHub by the end of this week.• Deed Poll must be signed and submitted to Canvas.• Scope Statement discussion with client should be documented using the provided template.			
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none">• Finalize GitHub setup and ensure all members + tutor have access.• Complete Slack channel setup and confirm access for all members.• Upload XP methodology summary to GitHub.• Sign and submit Group Contract and Deed Poll to Canvas.• Hold first client meeting, ask pre-prepared questions, and negotiate project scope.			

		<ul style="list-style-type: none">• Draft and sign off Scope Statement, then submit to Canvas.• Complete initial research on tools/skills and document findings.			
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