

Subject: team meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members,

Mode: In-person

Date: 25 August 2025

Time: 6:00 PM – 7:00 PM

Attendees: All

Absent: None

1	Presentation rehearsal	The team conducted a rehearsal of the upcoming presentation. Feedback focused on improving flow and timing.	Members to refine slides and speaking points before final delivery.	All members	-
2	Vue knowledge workshop	<ul style="list-style-type: none"> A short workshop was held to align the team on basic Vue concepts (components, props, state management). 	Document workshop notes; share learning resources with all members.	Frontend lead	-
3	Next steps	<ul style="list-style-type: none"> Ensure presentation materials are finalized and all members feel confident in their sections. 	Finalize slides; schedule another quick check-in if needed.		
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