Subject: Team Meeting
Project Name: BIOTech Futures Mentoring Platform
Facilitator: Shanshan Gao
Prepared by: All members
Mode: zoom
Date: 23 Sep 2025
Time: 6:00 PM – 7:30 PM
Attendees: All members
Absent: None

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	Testing plan	Defined test cases for user login, dashboard filter	Document in Notion	QA	-
2	Data display	Dashboard metrics dynamic update tested successfully	Adjust chart scaling	FE Dev	-
3	Bug tracking	Identified 3 minor UI bugs in notification modal	Fix before next demo	UI Dev	-
4	Client preview	Prepare updated demo video for client	Deliver by 25 Sep	PM	-