

Subject: Team Meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: zoom

Date: 11 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	Role clarification	Confirmed each member's role: Front-end Lead, Backend Lead, QA, PM	Add to group contract	PM	-
2	Code repo & workflow	Agreed to use GitHub + Vercel deployment; main branch protected	Setup by 12 Sep	FE Lead	-
3	Communication	Set up weekly check-in schedule; agreed on Slack + Notion updates	Implement immediately	PM	-
4	Prototype ownership	Front-end responsible for user- facing pages, backend for data	Align UI with backend schema	FE/BE	-