Subject: Team Meeting 2
Project Name: BIOTech Futures Mentoring Platform
Facilitator: Shanshan Gao
Prepared by: All members
Mode: In-person
Date: 13 August 2025
Time: 2:00 PM – 3:00 PM
Attendees: All members
Absent: None

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	• Knock down the XP summary • Finished the question list for first client meeting		All group members	None at this stage — no blockers identified.
2	What is in progress?	• Set each member's XP roles after first client meeting • Draft user story from first client meeting • Daft Engineering tasks			
3	What is working well?	• Efficiency communication • Every one have accomplished XP learning			
4	What needs improvement?	•			
5	Reminders	• Deadline of group contract on Sunday			
6	What needs to be completed before the next meeting?	• Engineering task • UI development agenda			

		• User-story			
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