

**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"><li>• Project allocation results received from tutor (via email) and group allocation checked on Canvas.</li><li>• Group contract drafted and ready for review.</li><li>• Deed Poll document signed</li><li>• Initial plan of agenda for Week 2 confirmed.</li><li>• Preliminary list of questions to ask the client during the first meeting has been prepared.</li></ul>	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"><li>• Reviewing and studying online resources about <b>Extreme Programming (XP)</b>.</li></ul>			

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

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

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