Subject: 4/9 member meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator:

Prepared by: All members

Mode: In-person and zoom

Time: 11:00 PM – 11:15 PM

Attendees: All members

Absent: None

#	Agenda Item	Description/Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	The group worked together on drafting the report. Tasks were allocated, logic improved, details refined, and supporting evidence collected.	Draft report completed with contributions from all members.	All members	-
2	What is in progress?	Preparation of the presentation slides.	Begin PPT design and content development.	Assigned members	-
3	What is working well?	Good collaboration on dividing writing tasks and refining arguments.	Maintain teamwork approach.	All members	-
4	What needs improvement?	Need to ensure alignment between report and presentation content.	Cross-check report with PPT.	Report & PPT owners	-
5	Reminders	Everyone should review their sections for consistency and clarity.	Edit and proofread before submission.	All members	-
6	What needs to be completed before the next meeting?	Finish PPT slides and finalize report. Submit by Sunday.	Complete and upload deliverables by deadline.	Presentation team & all members	Escalate if workload cannot be completed on time.
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