Project Name: BIOTech Futures Mentoring Platform
Facilitator: Workstream 1 Team Lead
Prepared by: All members
Mode: In-person
Date: 7 October 2025
Time: 3:00 PM – 4:00 PM
Attendees: All members
Absent: None

#	Agenda Item	Description / Comments	Decision / Action	Who?	Items for Escalation
1	What has been completed?	• WS1 completed **initial backend code audit** of WS2 repository.• Implemented first **pytest test suite** covering /auth/, /events/, and /users/ endpoints.• Identified and fixed multiple serializer errors and missing @api_view decorators.	Merge validated test fixes into backend dev branch.	WS1 backend subgroup	None
2	What is in progress?	• Developing **Admin Control Panel** frontend — role assignment and log viewing.• Refining backend Event model relationships (mentor–student foreign key consistency).• Documenting all API behavior updates in API.md.	Proceed with model refactor and confirm schema alignment.	Backend + Documentation leads	None
3	What is working well?	• Test automation successfully reveals endpoint regressions early.• Backend and frontend integration maintained despite WS2 instability.• GitHub PR reviews by both workstreams functioning smoothly.	Keep automated testing in pre-merge checks.	Integration subgroup	None

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4	What needs improvement?	• WS2's lack of migration tracking causing version conflicts.• Some endpoints (e.g. /roles/) still return ambiguous responses lacking pagination.	WS1 to standardize migration process and document data schema changes.	WS1 backend subgroup	Pending WS2 confirmation
5	Reminders	Keep all refactor commits descriptive and tagged (e.g. refactor/auth-flow-v2).	All developers	None	
6	What needs to be completed before the next meeting?	• Complete role management API and integrate with frontend dashboard.• Finalize event–user relational schema and test updates.	WS1 backend + UI/UX teams	Escalate if WS2 blocks merging workflow	

Notes:

- **WS1 successfully initiated backend stabilization — first test suite caught multiple logic gaps in AuthViewSet and EventSerializer.**
- **Introduced GitHub Actions CI pipeline with pytest for automatic testing on PRs.**
- **Frontend team integrated new role management UI in Next.js, using JWT role validation from the updated /auth/roles/ API.**
- **Collaboration improving: WS2 accepted WS1's proposed refactor conventions.**
- **Focus for next meeting: review code audit summary and align feature completion goals before full system review.**