

Subject: Team Meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: zoom

Date: 9 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	Demo progress	Front-end prototype basic layout (Home, Login, Dashboard) completed	Prepare live demo for team review	Front-end team	-
2	UI consistency	Found inconsistent padding and color tokens between pages	Standardize using shared Tailwind variables	UI dev	-
3	Backend connection	Awaiting API endpoints confirmation from backend	Mock data temporarily used for demo	FE Lead	Backend delay risk
4	Next steps	Finalize interactive elements before demo	Complete by 10 Sep	All devs	-
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