

**Subject:** Cross team meeting

**Project Name:** BIOTech Futures Mentoring Platform

**Facilitator:** Shanshan Gao

**Prepared by:** All members, Workstream 2

**Mode:** In-person

**Date:** 25 August 2025

**Time:** 3:00 PM – 3:20 PM

**Attendees:** Gao ShanshanHugo Meican, workstream 2

**Absent:** None

#	Agenda Item	Description/ Comments	Decision/ Action	Who?	Items for escalation
1	Database setup	<ul style="list-style-type: none"><li>Initial database setup discussed. Priority on capturing <b>user information and profile</b> (completed this week).</li></ul>	User profile structure drafted; database setup aligned.	Backend team	-
2	User profile & wireframes	<ul style="list-style-type: none"><li>Profile details identified: what info is required and what needs to be returned. Wireframes need to be built first before looping back for feedback.</li></ul>	Prepare wireframes; refine profile fields after feedback loop.	Design + Backend	-
3	Tech stack	<ul style="list-style-type: none"><li>Confirmed use of <b>Vue</b> and <b>Tailwind</b> for the project frontend.</li></ul>	Proceed with Vue + Tailwind implementation.	Frontend team	-
4	User info → Group info → Chat/lib	<ul style="list-style-type: none"><li>Workflow decided: capture user info, then group info,</li></ul>	Sequence of implementation locked.	All teams	-

		followed by chat/library features.			
5	Chat module (API plan)	<ul style="list-style-type: none"><li>Chat functionality planned for Phase 3. Current uncertainty on API design. Suggested approach: use an API.</li></ul>	Defer detailed chat planning; API approach to be revisited later.	Backend team	May require escalation if API integration complexity increases.
6	Timeline (Week 5/6)	<ul style="list-style-type: none"><li>Group features expected to be developed in Weeks 5/6.</li></ul>	Start development in Weeks 5/6 as scheduled.	All teams	-
7	Wireframes & dummy data	Wireframes for main components are completed. Dummy data will be released for testing.	Release dummy data to unblock frontend and integration testing.	Design + Backend	-