

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 2 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?	<ul style="list-style-type: none">Confirmed WS1 will absorb unclaimed WS3 (Admin Tools) responsibilities.Completed design draft for Admin Control Panel (user list, role edit, logs view).Backend review revealed multiple API issues in WS2 endpoints (auth, event, profile).	WS1 officially begins backend contribution to ensure delivery quality.	Team lead, Backend subgroup	None
2	What is in progress?	<ul style="list-style-type: none">Setting up Django development environment for WS1 backend support.Reviewing WS2 codebase (serializers, models, auth flow) to identify refactor opportunities.Drafting API improvement plan in API.md.	Begin code-level refactoring collaboration with WS2.	Integration subgroup	None
3	What is working well?	<ul style="list-style-type: none">Team communication with client clear and proactive.Frontend now fully stable, freeing resources for backend involvement.Existing documentation aids rapid onboarding to WS2 repo.	Maintain open PR policy for code transparency.	All developers	None

4	What needs improvement?	<ul style="list-style-type: none"> • WS2 backend structure lacks modular separation between apps. • Absence of automated testing causes inconsistent endpoint reliability. 	WS1 to introduce pytest + Postman testing framework. Propose modular refactor.	WS1 backend subgroup	May escalate if WS2 rejects refactor proposal
5	Reminders	Backend environment must align with WS2 requirements (Python 3.11, DRF 3.14).	Technical lead	None	
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> • Conduct initial WS2 code audit. • Implement first test suite for /auth/ and /events/ endpoints. • Finalize Admin Panel prototype UI. 	Backend + UI/UX teams	Escalate if WS2 code merge conflicts occur	
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Notes:

- WS1 officially expanded role to include backend enhancement and WS3 development after client's approval.
- Initial backend audit found poor error handling and unclear schema relations (especially in Event and Profile models).
- WS1 will introduce pytest-based unit tests and continuous integration checks via GitHub Actions to stabilize backend.
- Admin panel UI under design — implemented with Next.js server-side rendering and conditional access controls.
- Client acknowledged scope expansion and approved adjusted timeline through Week 10.