

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 21 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">Completed database optimization with indexed fields on ActivityLog and Event tables.Conducted internal UAT rehearsal simulating all user roles (student, mentor, admin).	Performance improvements merged into backend main branch.	WS1 backend subgroup	None
2	What is in progress?	<ul style="list-style-type: none">Preparing formal UAT session with client and WS2 observers.Compiling consolidated deployment documentation (architecture diagrams, API changelog, test logs).Refining visual polish of admin table filters and pagination.	Complete final documentation by Oct 23.	Documentation + UI/UX teams	None
3	What is working well?	<ul style="list-style-type: none">Optimized backend shows excellent stability — all endpoints pass pytest and integration tests.Frontend caches API data effectively using React Query for smooth UX.Internal feedback on usability positive across all flows.	Maintain performance metrics monitoring on staging.	QA + Integration subgroup	None

4	What needs improvement?	<ul style="list-style-type: none"> • UAT checklist requires final approval from client before session. • Minor bug: RSVP status occasionally not refreshing on mentor dashboard after event deletion. 	WS1 to fix dashboard state sync issue.	WS1 frontend developers	None
5	Reminders	Ensure rollback plan documented in case deployment errors occur.	Backend team	None	
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> • Fix RSVP dashboard refresh issue. • Finalize UAT checklist and confirm schedule. • Submit final system documentation for client review. 	Frontend + Documentation leads	Escalate if UAT date needs rescheduling	
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Notes:

- Internal UAT confirmed end-to-end system integrity; only minor UI updates pending.
- WS1 finalized all backend enhancements initially missing from WS2's codebase, achieving full functional coverage.
- Team preparing final client-facing documentation and readying UAT session later this week.
- Focus for next meeting: official client UAT and final system validation.