

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 26 September 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">• Timezone issue between frontend (AEST) and backend (UTC) resolved.• Event timestamps now standardized using ISO format and parsed via dayjs in Next.js.• RSVP cancellation bug fixed by WS2 validation update.	Timezone fix confirmed and merged.	WS2 + Integration team	None
2	What is in progress?	<ul style="list-style-type: none">• Comprehensive end-to-end testing (E2E) across all user roles using Playwright.• Frontend adding search and sort features for admin event management.• Preparing consolidated mid-project update for client.	Continue functional and regression testing.	QA + UI/UX team	None
3	What is working well?	<ul style="list-style-type: none">• Integration pipeline smooth — both teams now using shared staging DB.• Stable JWT validation and CORS setup confirmed.	Maintain synced .env configurations across all environments.	All members	None
4	What needs improvement?	<ul style="list-style-type: none">• Event creation still slow due to backend data validation overhead.• Some API responses return extra nested objects (event.organizer.profile).	WS2 to optimize serializers and flatten payload.	WS2 backend lead	Escalate if delay > 3s persists

5	Reminders	Push all integration test reports to shared GitHub under /test-logs/ folder.	QA team	None	
6	What needs to be completed before the next meeting?	• Finalize mid-project report and submit to client. • Complete full dashboard regression tests. • Begin documentation for admin-side features.	Documentation + UI/UX	None	
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Notes:

- Frontend and backend integration reached stable version 1.2; all major functional routes now connected.
- WS2 implemented serializer optimization for RSVP model and improved response consistency.
- WS1 focusing on user experience polish — added search and sorting logic to admin event tables using useMemo.
- Next steps: finalize mid-project report for client and prepare next sprint on integration and admin tools.