Project Name: BIOTech Futures Mentoring Platform
Facilitator: Workstream 1 Team Lead
Prepared by: All members
Mode: In-person
Date: 30 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?	• Delivered **mid-project client review** including live demo of frontend integration.• Showcased event management, RSVP, and admin dashboard modules.• Received positive feedback on UI clarity and modularity.	Proceed with integration of **admin tools** (WS3 scope).	All members	None
2	What is in progress?	• Initiating design for **Admin Control Panel** (user management, logs).• Reviewing Cronus features for parity comparison.• Establishing API endpoint plan for admin actions (/users/, /logs/, /groups/).	WS1 to start early design; await WS2 endpoint confirmation.	UI/UX + Integration subgroup	None
3	What is working well?	• Client satisfied with responsive design and UX flow.• Strong collaboration rhythm between WS1 and WS2 since mid-September.	Maintain weekly sync cadence and shared test logs.	Project manager	None
4	What needs improvement?	• Backend documentation incomplete for admin-related APIs.• Lack of clear ownership for WS3 scope creates dependency uncertainty.	WS1 to prepare contingency plan for partial backend ownership.	WS1 lead + WS2 backend lead	May escalate if WS3 unclaimed

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5	Reminders	Update README with system architecture and API routing diagram.	Documentation lead	None	
6	What needs to be completed before the next meeting?	• Draft initial admin panel wireframes.• Confirm feasibility of taking WS3 responsibilities.• Prepare integration proposal if WS3 remains unassigned.	UI/UX + Team lead	Escalate to client if no WS3 team assigned	

Notes:

- **Client review confirmed overall project alignment and strong progress on frontend–backend integration.**
- **WS1 volunteered to extend support into admin tool development (WS3) if no team claims the stream.**
- **Admin features (user management and event logs) identified as critical for MVP demonstration.**
- **WS1 will begin technical planning using Next.js frontend + Django admin endpoints with role validation.**
- **Next phase to include early backend prototyping if WS3 remains unstaffed.**