Project Name: BIOTech Futures Mentoring Platform
Facilitator: Workstream 1 Team Lead
Prepared by: All members
Mode: In-person
Date: 23 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?	• Conducted **User Acceptance Testing (UAT) within group**, covering all core user roles.• Verified end-to-end workflows including login, event management, RSVP, role assignment, and logs.• Minor UI and copy adjustments identified for polishing.	Internal UAT approved — platform functionally complete and ready for submission.	All members	None
2	What is in progress?	• Finalizing **submission package** including source code, documentation, and demo video.• Performing final design review for mobile responsiveness and accessibility.	Complete all deliverables before submission deadline.	Documentation + Frontend team	None
3	What is working well?	• Platform demonstrates **stable integration** between Next.js frontend and Django REST backend.• Backend refactors have improved reliability and performance consistency.• Internal testers reported high usability and clear navigation flow.	Maintain stable deployment branch for demo and submission.	Technical lead	None
4	What needs improvement?	• Enhancement ideas discussed: calendar sync, notifications, and profile analytics for next phase.	Record improvement suggestions in project backlog.	WS1 documentation team	None

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5	Reminders	Ensure demo video includes role-based transitions and integration overview.	Media lead	None	
6	What needs to be completed before the next meeting?	• Finalize report, code packaging, and test log archive.• Prepare retrospective notes for internal presentation next week.	All members	None	

Notes:

- Internal UAT successfully validated all features across roles — **student, mentor, admin** — confirming full system readiness.
- Minor UI feedback logged and addressed; no functional blockers remain.
- WS1 confirmed system stability on staging deployment with consistent API responses and <300ms latency on key endpoints.
- Team agreed to document all enhancement ideas for future continuation teams.
- Project now officially transitions from **integration phase** to **submission phase**, with retrospective to follow.