

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 9 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">• Conducted full joint code review between WS1 and WS2.• Assessed backend progress and identified feature gaps.• WS1 presented audit report covering: missing endpoints, incomplete serializers, and API inconsistencies.	Agreed on shared action plan for backend stabilization.	All backend leads	None
2	What is in progress?	<ul style="list-style-type: none">• WS1 refactoring Auth, Event, and User apps for structure and readability.• Creating unified API documentation for client-facing summary.• Building test cases for endpoints missing proper responses (e.g. /events/{id}/edit/).	WS2 to approve WS1's backend merge after review.	WS2 backend lead	None
3	What is working well?	<ul style="list-style-type: none">• Productive and transparent discussion across both workstreams.• Client appreciated WS1's proactive debugging and testing effort.• Collaboration tools (GitHub + shared Postman workspace) now standard practice.	Continue shared review cadence twice a week.	All	None

4	What needs improvement?	<ul style="list-style-type: none"> • WS2 codebase lacks consistent naming and documentation. • Some endpoints remain untested, especially for error conditions. • Incomplete handling of null payloads in serializers. 	WS1 to complete refactor of serializers and apply defensive programming.	WS1 backend subgroup	None
5	Reminders	Ensure all endpoint changes are logged in API_CHANGELOG.md for traceability.	Documentation lead	None	
6	What needs to be completed before the next meeting?	<ul style="list-style-type: none"> • Finalize all serializer fixes and merge to main backend branch. • Deploy updated backend on staging for integration testing. 	WS1 + WS2 backend teams	Escalate if deployment fails CI validation	
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Notes:

- Major backend gap analysis completed — WS1 confirmed roughly 50% of WS2 endpoints required rework to meet functional requirements.
- Common issues: inconsistent HTTP responses, lack of pagination, and incomplete authentication validation.
- WS1 took lead on implementing standardized response wrappers and centralized error handling middleware.
- Goal set: stable, test-passing backend by next week to enable full integration testing.