Subject: Team Meeting
Project Name: BIOTech Futures Mentoring Platform
Facilitator: Shanshan Gao
Prepared by: All members
Mode: zoom
Date: 16 Sep 2025
Time: 6:00 PM – 7:30 PM
Attendees: All members
Absent: None

#	Agenda Item	Description / Comments	Decision / Action	Who	Items for escalation
1	Sprint focus	Implement user authentication & dashboard dynamic data	Prioritize auth first	FE Lead	-
2	Component library	Chose Shadcn/UI + Tailwind for consistency	Begin integration	UI Dev	-
3	Technical challenges	Cross-origin issue in local API testing	Use proxy config in Next.js	FE Dev	-
4	Review timeline	Plan internal demo on 17 Sep	Ensure stability	All Devs	-