Project Name: BIOTech Futures Mentoring Platform
Facilitator: Workstream 1 Team Lead
Prepared by: All members
Mode: In-person
Date: 14 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?	• Completed major **backend stabilization** after WS1 refactor.• All core endpoints (/auth/, /events/, /users/) now pass automated pytest validation.• Deployed **staging environment** for full integration testing with frontend.	Merge backend refactor into main branch and maintain CI checks.	WS1 backend subgroup	None
2	What is in progress?	• Conducting **frontend–backend regression tests** on staging.• Connecting admin dashboard (role management & logs) to live APIs.• Preparing client report summarizing gap resolution.	Proceed with integration verification and documentation.	Integration subgroup	None
3	What is working well?	• Backend now consistent and stable — improved reliability of event and RSVP APIs.• Automated test pipeline fully functional and reduces manual QA overhead.	Maintain current CI/CD setup for future updates.	All developers	None
4	What needs improvement?	• Log API endpoint still incomplete; WS2 partially implemented ActivityLog model.•	WS1 to finish logs module; WS2 to update CORS settings.	WS1 + WS2 backend leads	Escalate if production CORS persists

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		Minor CORS issue detected for DELETE method in production config.			
5	Reminders	Cross-verify data schema consistency between Django models and frontend TypeScript interfaces.	Backend + Frontend leads	None	
6	What needs to be completed before the next meeting?	• Finalize ActivityLog API.• Complete admin dashboard integration.• Conduct end-to-end testing covering all user roles.	QA + UI/UX team	Escalate if new backend merge introduces regressions	

Notes:

- **Backend stabilization milestone achieved — WS1 effectively completed cleanup of WS2 legacy code and improved reliability metrics.**
- **CI/CD pipeline with pytest + GitHub Actions reports 95% endpoint pass rate.**
- **Admin dashboard now connected to backend with role-based operations verified.**
- **Identified final gap: incomplete Activity Log module, to be built by WS1 before final release.**
- **Focus shifts toward complete system validation and client-ready demo preparation.**