**Subject:** 3/9 member meeting

**Project Name:** BIOTech Futures Mentoring Platform

**Facilitator:**

**Prepared by:** All members

**Mode:** In-person and zoom

**Time:** 11:00 PM – 11:15 PM

**Attendees:** All members

**Absent: None**

| # | Agenda Item | Description/Comments | Decision/Action | Who? | Items for escalation |
|---|-------------|---------------------|-----------------|------|---------------------|
| 1 | What has been completed? | The group reviewed the current interfaces and unified layout and style. | Standardized UI layout and design principles. | All members | - |
| 2 | What is in progress? | Gao Shanshan is integrating the pages and preparing the consolidated version for the client. | Submit integrated version to client. | Gao Shanshan | - |
| 3 | What is working well? | Team collaboration on aligning design choices; client provided useful feedback. | Continue following unified design. | All members | - |
| 4 | What needs improvement? | Several detailed change requests were identified in the client's Slack document. | Implement revisions according to client feedback. | Assigned page owners | May require clarification from client on specific details |
| 5 | Reminders | All members should review client's feedback in Slack before making changes. | Ensure updates align with client's document. | All members | - |
| 6 | What needs to be completed before the next meeting? | Finish implementing requested changes and prepare updated version. | Upload new iteration on Sunday. | Front-end team | Escalate if timeline risks missing client's expectations. |
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