

Subject: Client Meeting 1

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Client

Prepared by: All members

Mode: In-person

Date: 13 August 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">• Project goals and motivation clarified• Project divided into 3 workstreams (Frontend, Backend, Admin tools)• Team tentatively aligned with Workstream 1• Miro board and Cronus screenshots shared | Tentatively agreed to take on Workstream 1 (Frontend) | All group members | None at this stage — no blockers identified. |
| 2 | What is in progress? | <ul style="list-style-type: none">• Reviewing Cronus platform functionalities and pain points• Initial planning for wireframe design• Preparing to meet with Workstream 2 (Backend) for integration discussion | Continue research on UI components and start drafting technical proposal | UI/UX subgroup | None at this stage |

| | | | | | |
|---|---|---|--|--------------------------------|--|
| 3 | What is working well? | <p>Clear communication with project lead</p> <ul style="list-style-type: none"> • Team has some frontend development experience • Cronus provides useful reference for improvements | Maintain momentum, proceed with wireframes and documentation | All | None |
| 4 | What needs improvement? | <p>Need to clarify API/interface dependencies with Workstream 2</p> <ul style="list-style-type: none"> • Potential need to absorb Workstream 3 tasks if unclaimed • Admin-related features may increase scope | <p>Assign delegates for integration sessions</p> <p>Prepare contingency for taking on additional backend tasks</p> | Team lead, WS1 representatives | Awaiting confirmation from Workstream 3 — may require scope adjustment |
| 5 | Reminders | Ensure task assignments are finalized and integration meeting prep begins | Project manager / All | Project manager / All | Note WWCC requirement for admin access |
| 6 | What needs to be completed before the next meeting? | <p>Finalize UI feature list and initial wireframes</p> <ul style="list-style-type: none"> • Begin drafting tech stack justification in proposal • Add team emails to Miro | <p>Complete at least 50% of wireframe and proposal draft</p> <p>Assign integration roles</p> | UI/UX lead, Documentation lead | If Workstream 2 timing conflicts, escalation for rescheduling |

| | | | | | |
|-----|------|--|--|--|--|
| | | • Set up first meeting with Workstream 2 | | | |
| ... | | | | | |

NOTE:**1. Project Overview**

The current platform in use is Cronus, with 30 licenses purchased.

While Cronus provides a functional solution, it is not ideal:

No API integration, requiring manual CSV uploads.

Branded under “mentoring. Sydney”, which doesn’t reflect the global nature of the program (with students in NSW, QLD, WA, VIC, Brazil, USA, etc.).

Cluttered UI, poor mobile support, and limited customizability.

Key Objective:

To build a custom, modular mentoring platform tailored to BIOTech Futures, supporting global use, better UX, and extendable features.

2. Project Structure & Workstreams

The project is divided into three semi-independent workstreams:

| Workstream Description | | Status |
|------------------------|-------------------------------------|--------------------------------|
| WS1 | Frontend & User Interface | Tentatively chosen by our team |
| WS2 | Backend Core (Data, Auth, Matching) | Already taken by another team |
| WS3 | Admin Tools (Group control, logs) | Unclaimed — may be absorbed |

Team is leaning toward Workstream 1.

There may be merging of responsibilities (e.g. taking on both frontend and related backend features).

If WS3 remains unassigned, our team may be asked to pick up some admin tool features.

3. Functional Requirements (from client discussion)

Authentication:

Email-based login using a single-use code.

Email serves as a unique identifier to retrieve user roles.

No user self-registration; unknown users should be redirected to contact support.

User Roles:

At least 4 expected: student, mentor, admin, support.

Role-based interfaces with tailored functionality.

Event System:

Users should see Upcoming / Past / Draft events.

Admins can create, edit, delete events and send to specific user groups.

RSVP status tracking and guest list export required.

Connection Plan & Resources:

Custom content based on role:

Mentors: session coaching instructions.

Students: what they'll gain from each session.

Interface Design Guidelines:

Desktop-first approach (mobile optional later).

Should be clear, logical, and avoid unnecessary complexity.

Design should avoid replicating Cronus's empty tabs or hidden panels.

4. Technical Guidelines

Tech stack is flexible: Teams are free to choose frameworks/tools.

However, technical proposal must include justification for all decisions.

Integration with other tools:

Client uses Qualtrics to collect new user data.

Power Automate pushes that data into a structured table/database.

Integration Considerations:

Regular sync meetings with WS2 (backend team).

Wireframe-first development is encouraged.

APIs/interface design should be agreed upon early to avoid conflict.

5. Delivery Plan & Milestones

| Week | Goal |
|------|------|
|------|------|

| | |
|--------|------------------------------------|
| Week 2 | Submit technical & design proposal |
|--------|------------------------------------|

| | |
|--------|---------------------------------|
| Week 4 | Finalize wireframes and UI plan |
|--------|---------------------------------|

| | |
|--------|--|
| Week 6 | Deliver MVP version for testing & feedback |
|--------|--|

Week 7–12 Iteratively improve based on testing

Final Week Submit full report & working prototype

The platform is not expected to be production-grade yet.

Final polish and bug-fixes may be handled by next year's Capstone team if needed.

Current goal is to reach a "demo-ready" usable system that covers key functionality.

6. Team Responsibilities & Immediate Tasks

Add team emails to Miro board.

Review Cronus (admin access can be granted with valid WWCC).

Begin wireframe design based on user journey flow.

Prepare draft proposal (tool choice, UI features, timeline).

Attend scheduled integration sessions with backend team.