

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 16 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"><li>Completed <b>Activity Log backend module</b> — tracks admin actions (create, edit, delete).</li><li>Integrated log viewing feature in Admin Panel using <b>Next.js dynamic table component</b>.</li><li>Conducted full end-to-end testing (auth → event → log pipeline).</li></ul> | ActivityLog API merged and verified on staging.     | WS1 backend + UI/UX       | None                 |
| 2 | What is in progress?     | <ul style="list-style-type: none"><li>Conducting regression test suite to confirm no functionality broken post-merge.</li><li>Preparing <b>user acceptance testing (UAT)</b> checklist for client validation.</li><li>Final UI polish on admin and mentor dashboards.</li></ul>  | Continue UAT preparation and collect QA feedback.   | QA + Documentati on leads | None                 |
| 3 | What is working well?    | <ul style="list-style-type: none"><li>Integration fully stable between frontend and backend.</li><li>Next.js and Django communication latency optimized by caching API responses.</li><li>CI pipeline triggered automatically after merges — zero failed builds this week.</li></ul>                                     | Maintain strict review process and testing cadence. | All developers            | None                 |

| 4 | What needs improvement?                             | <ul style="list-style-type: none"> <li>Admin dashboard pagination for logs slightly laggy due to heavy query sets.</li> <li>Need database indexing on timestamp and user columns to improve performance.</li> </ul> | WS1 to add DB indexes and test speed improvement. | WS1 backend team | None                 |
|---|---|---|---|------------------|----------------------|
| 5 | Reminders   | Schedule mock demo session internally before presenting to client next week.  | Project lead                                      | None             |                      |
| 6 | What needs to be completed before the next meeting? | <ul style="list-style-type: none"> <li>Optimize database queries.</li> <li>Conduct internal demo and review feedback.</li> <li>Prepare documentation for client UAT session.</li> </ul>                             | Backend + QA teams                                | None             |                      |
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**Notes:**

- Admin Activity Log successfully implemented — WS1 now owns complete frontend + backend chain for admin operations.
- All API endpoints functional with stable response times.
- Introduced indexing optimization proposal for ActivityLog model to enhance scalability.
- Internal demo planned to ensure readiness for formal UAT.
- WS1 preparing final documentation for deployment and handover phase.