

Subject: Team Meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: zoom

Date: 26 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	Final presentation	Demonstrated complete working prototype	Client approved current direction	PM & FE Lead	-
2	Documentation	Reviewed GitHub README & deployment guide	Finalize for submission	QA	-
3	Reflection	Discussed lessons learned on time management & UI iteration	Add to project report	Team	-
4	Handover	Prepare slide deck for assessment submission	Deliver by 29 Sep	All members	-