

Subject: Team Meeting 2

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: In-person

Date: 21 August 2025

Time: 2:00 PM – 3:00 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">The team reviewed and finalized the scope and planning document, addressing the remaining details (e.g., where to place the cross-meeting checkpoint).	Scope and planning document finalized; checkpoint position confirmed.	All members	-
2	What is in progress?	<ul style="list-style-type: none">Work has begun on preparing the presentation content and assigning speaking roles among group members.	Each member to take responsibility for their section of the presentation.	All group members	-
3	What is working well?	<ul style="list-style-type: none">Team discussions are constructive, decision-making is efficient, and the scope document is nearly complete.	Maintain current workflow and pace.	All members	-

4	What needs improvement?	<ul style="list-style-type: none"> The presentation flow needs refinement to ensure clear logical transitions and to avoid duplication or gaps. 	Draft slides to be prepared and peer-reviewed before the next meeting.	All group members	-
5	Reminders	<ul style="list-style-type: none"> Presentation responsibilities have been clearly assigned; the scope document structure is locked and should not be changed, only content updates allowed. 	Adhere strictly to version control of the scope document.	All members	-
6	What needs to be completed before next meeting?	<ul style="list-style-type: none"> The team confirmed the tech stack: Vue + Windtail. Members must also complete the first draft of the presentation. 	Submit and share the presentation draft; conduct a rehearsal session.	All members	-
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