

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Workstream 1 Team Lead

Prepared by: All members

Mode: In-person

Date: 23 September 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">• Integrated and tested RSVP endpoint after WS2 patch release.• RSVP buttons now update attendance status and persist to backend.• Implemented success/error feedback modals in Next.js.	RSVP flow verified and merged into main branch.	Integration subgroup	None
2	What is in progress?	<ul style="list-style-type: none">• End-to-end testing for mentor/student dashboards.• Adding pagination to event table using React hooks.• UI cleanup for admin panel filters.	Continue UI refinement and data consistency checks.	Frontend + UI/UX teams	None
3	What is working well?	<ul style="list-style-type: none">• Collaboration between WS1 and WS2 improving — shared Postman collections used successfully.• API documentation in API.md updated for RSVP schema.	Maintain shared testing workspace for API validation.	All	None
4	What needs improvement?	<ul style="list-style-type: none">• Backend returning inconsistent timestamps (UTC vs local).• Missing validation on RSVP cancel requests causes redundant records.	WS2 to apply timezone standardization and validation rules.	WS2 backend lead	May escalate if unresolved

5	Reminders	Ensure database seeding and sample users remain aligned across dev/staging environments.	Backend + Integration leads	None	
6	What needs to be completed before the next meeting?	• Verify timezone normalization. • Conduct full regression test of event-related modules. • Begin drafting mid-project summary for client.	QA + Documentation leads	Escalate if API instability continues	
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Notes:

- **RSVP workflow integrated and stable on staging server.**
- **All event-related pages are now functional, including Create / Edit / Delete / RSVP actions.**
- **Timezone inconsistency identified between frontend display (AEST) and backend (UTC); WS2 tasked with adding timezone field in serializer.**
- **WS1 initiated shared testing suite using Postman and automated Jest tests to validate consistent API behavior.**
- **Client to be updated with progress summary at next review meeting.**