Subject: 2/9 member meeting
Project Name: BIOTech Futures Mentoring Platform
Facilitator:
Prepared by: All members
Mode: In-person and zoom
Time: 6:00 PM – 8:00 PM
Attendees: All members
Absent: None

#	Agenda Item	Description/Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	The front-end code structure (Vue + Tailwind) has been set up.	Confirmed as the base framework for development.	Front-end team	-
2	What is in progress?	Page tasks have been assigned (e.g., Login, Dashboard, Profile).	Start development based on assignments.	Page owners	-
3	What is working well?	Agreement on tech stack; framework runs smoothly.	Continue with current approach.	All members	-
4	What needs improvement?	Clearer API documentation is needed for front-end integration.	Coordinate with backend team on API details.	Front-end liaison	May need escalation to Workstream 2
5	Reminders	Each member should complete the initial static version of their page before the next meeting.	Update progress individually.	Page owners	-
6	What needs to be completed before the next meeting?	Finish static page frameworks and prepare API request list for backend.	Submit page demos + API requirements.	Front-end team	Escalate if backend APIs are delayed.
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