

Subject: Team Meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: zoom

Date: 25 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	Performance	Image components optimized via lazy loading	Deploy new build to Vercel	FE Dev	-
2	Integration	Backend API for analytics now stable	Replace mock data	FE Lead	-
3	UI enhancement	Added loading skeleton for better UX	Push to staging branch	FE Dev	-
4	Review	Final check for Thursday client review	Ready for 26 Sep	All Devs	-