

Subject: Team Meeting

Project Name: BIOTech Futures Mentoring Platform

Facilitator: Shanshan Gao

Prepared by: All members

Mode: zoom

Date: 18 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	Demo feedback	Client praised page layout, visual design, and flow clarity	Continue refining same design direction	FE Lead	-
2	Requested features	Client asked for analytics summary section + filter options	Add to sprint backlog	PM & FE	-
3	Responsiveness	Tested on multiple screen sizes; client noted mobile layout smooth	Maintain mobile-first design	UI Dev	-
4	Next steps	Prepare user testing session next week	Schedule 23 Sep	QA	-