**Subject:** Team Meeting 1

**Project Name:** BIOTech Futures Mentoring Platform

**Facilitator:** Shanshan Gao

**Prepared by:** All members

**Mode:** In-person

**Date:** 12 August 2025

**Time:** 6:00 PM – 8:00 PM

**Attendees:** All members

**Absent:** None

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| # | Agenda Item | Description/ Comments | Decision/Action | Who? | Items for escalation |
| 1 | What has been completed? | * Project allocation results received from tutor (via email) and group allocation checked on Canvas. * Group contract drafted and ready for review. * Deed Poll document signed * Initial plan of agenda for Week 2 confirmed. * Preliminary list of questions to ask the client during the first meeting has been prepared. | Prepare client meeting agenda based on pre-drafted questions. | All group members | None at this stage — no blockers identified. |
| 2 | What is in progress? | * Reviewing and studying online resources about **Extreme Programming (XP)**. * Creating XP methodology summary (to be uploaded to GitHub this week). * Exploring XP roles, responsibilities, and expected tasks for each team member. * GitHub repository setup in correct format * Slack channel creation and member invitation (team + tutor). * Compiling a list of **tools, knowledge, and skills** needed for the project. * Assigning research tasks for each team member. |  |  |  |
| 3 | What is working well? | * Clear division of responsibilities among team members. * Good communication through early use of online collaboration tools and in-person meeting * Agreement reached on main priorities for Week 2 activities. |  |  |  |
| 4 | What needs improvement? | * Faster completion of GitHub and Slack setup to avoid delaying documentation and communication. |  |  |  |
| 5 | Reminders | * All XP summaries must be uploaded to GitHub by the end of this week. * Deed Poll must be signed and submitted to Canvas. * Scope Statement discussion with client should be documented using the provided template. |  |  |  |
| 6 | What needs to be completed before the next meeting? | * Finalize GitHub setup and ensure all members + tutor have access. * Complete Slack channel setup and confirm access for all members. * Upload XP methodology summary to GitHub. * Sign and submit **Group Contract** and **Deed Poll** to Canvas. * Hold first client meeting, ask pre-prepared questions, and negotiate project scope. * Draft and sign off **Scope Statement**, then submit to Canvas. * Complete initial research on tools/skills and document findings. |  |  |  |
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