**Subject:** Team Meeting

**Project Name:** BIOTech Futures Mentoring Platform

**Facilitator:** Shanshan Gao

**Prepared by:** All members

**Mode:** zoom

**Date:** 1 Sep 2025

**Time:** 7:00 PM – 7:30 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? | Initial framework and requirements discussion completed | Task allocation confirmed | All group members | None at this stage — no blockers identified. |
| 2 | What is in progress? | **Frontend page development** and **report writing** have been assigned and started | Continue development and documentation | Frontend team, report writer(s) | None |
| 3 | What is working well? | Team communication is smooth, and role allocation is clear | Keep up the good work | All group members | None |
| 4 | What needs improvement? | **Coordination between frontend and backend needs strengthening to avoid delivery delays** | Schedule extra sync meetings | Frontend & backend leads | Escalate if integration issues occur |
| 5 | Reminders | **Progress updates required before next meeting** | Prepare demo/draft in advance | All group members | None |
| 6 | What needs to be completed before the next meeting? | Complete frontend draft pages and report framework | Submit a presentable version | Frontend and report writers | None |
| # | **Agenda Item** | **Description/Comments** | **Decision/Action** | **Who?** | **Items for escalation** |