



Date: 22/03/2023

Business Requirements Specifications

MavenCliq Web AppDevelopment

Version 1.0



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1. Introduction

The purpose of this document is to define the requirement of a MavenCliq web platform. Online mentoring offers many advantages over traditional face-to-face mentoring. It can be more convenient and flexible, allowing mentors and mentees to connect from anywhere in the world at any time. It can also be more cost-effective, as it eliminates the need for travel expenses.

Platform offers online mentoring services, connecting mentees with experienced mentors from around the world. Mentors can register themselves into the system and set up their profile. They can set their availability for sessions. And also they can accept/reject the booking request from mentees.

Mentees also register and login themselves into the system, they can search for the mentors for different categories and view the mentor profile, mentees can book the session and make the payment online and manage their bookings. Mentor and mentee can connect and chat with each other once the booking has been confirmed.

System actors:

1. Mentor
2. Mentee
3. Super Admin

UI/UX designs:

Wireframes:

2. System Actors / Types of Users

a. Mentee

1. Signup

1. User needs to fill the below details, in order to register into the system:

User Input	Input Type	Options	Comments
First name	Textfield		> Mandatory field > Allows to enter Minimum 3 characters and Maximum 20 characters > If user enters less than 3 characters then the system will give the validation message that "First Name must be longer than 3 characters" > If user tries to enter more than 20 characters the system will give the validation



			message that "First Name must be shorter than 20 characters"
Last name	Textfield		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 3 characters and Maximum 20 characters> If user enters less than 3 characters then the system will give the validation message that "Last name must be longer than 3 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Last name must be shorter than 20 characters"
Display name	Textfield		<ul style="list-style-type: none">> Mandatory field> Display name will not be the unique and It will be available on users profile> Allows to enter Minimum 3 characters and Maximum 20 characters> If user enters less than 3 characters then the system will give the validation message that "Display name must be longer than 3 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Display name must be shorter than 20 characters"
Email address	Textfield		<ul style="list-style-type: none">> Mandatory field> Email address will be unique to the system> If the entered email address already existed in the database the system will give the validation message that "Email address is already registered."
Password	Password field		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 8 characters and Maximum 20 characters> Password is case sensitive> If user enters less than 8 characters then the system will give the validation message that "Password must be longer than 8 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Password must be shorter than 20 characters"> By default password characters is in hidden form but user can click on the "Show password icon" and see the password



Confirm Password	Password field		> Mandatory field > Allows to enter Minimum 8 characters and Maximum 20 characters > Password is case sensitive > Confirm password must match with the Password entered in the password field. If it's not match then the system will give the validation message that "Your password does not match!" > By default password characters is in hidden form but user can click on the "Show password icon" and see the password
Agreed on Terms & Condition	Checkbox		> Mandatory field > User needs to agreed on on Terms & conditions in order to submit the registration
Signup Button	Button		> On click of the "Sign up" button and successfully complete the signup
Option to Sign in	Link		Clicking "Sign in" at the bottom of the screen, It will take users to the given screen:

2. Once user will submits this information, System will sent the email verification link to the registered email and user need to verify their email in order to login into the system
3. If the verification link is expired then, when the user tries to login into the system then the system will ask the user to verify their email and the system will share the new link.

2. Onboarding

1. Users need to enter the below details in order to complete their profile, mentee can skip the onboarding steps and later on :

User Input	Input Type	Options	Comments
Current or Last job title	Textfield		> Mandatory field > User can add only one job details here and they can add more details from their profile
Current or last company name	Textfield		
Current or Last company tenure (Number of years and Number of month)	Textfield		



Compensation (INR Lakhs/Annum)	Single selection dropdown	> Less than 30 > 30-60 > More than 60	> Mandatory field
What drives you to seek mentoring	Textarea		> Mandatory field
Have you been previously mentored in your career	Dropdown	> Yes > No	> Mandatory field
Outline issues (maximum 3) that you would like mentor to address during the session	Textarea		> Optional field

3. Sign In

1. User can login into the app using email address and Password:

User Input	Input Type	Options	Comments
Email address	Textfield		> Mandatory field > If the entered email address is incorrect or not found in the database then the system will give the validation message that "Account not found. Please check your email address and try again."
Enter Password	Password field		> Mandatory field > If entered password is incorrect or not match with the database then system will give the validation message that "Password is incorrect, Please check and try again" > By default password characters is in hidden form but user can click on the "Show password icon" and see the password
Signin Button	Button		> On click of the "Sign in" button user will be redirect user to the dashboard, Dashboard link:

4. Forget password

1. In case the user forgets the password, then they can reset the password by clicking a forgot password link.



User Input	Input Type	Options	Comments
Enter email Address	Textfield		> Mandatory field
Submit Button	Button		> If the entered email address is incorrect or not found in the database then the system will give the validation message that "Account not found. Please check your email address and try again." > On click of the "Submit" button Email address will be submitted and the system will send the reset password link over the registered email address and give the message that "Reset password link has been sent over your registered email address, Click on the link and reset your password."
Option to Sign in	Link		Clicking "Sign In" at the bottom of the page will redirect users to the given link:

2. Once a user will click on the reset password link, System will redirect users to reset password page and reset the password by entering the following details:

User Input	Input Type	Options	Comments
Enter New Password	Password Field		> Mandatory field > Allows to enter Minimum 8 characters and Maximum 20 characters > Password is case sensitive > If user enters less than 8 characters then the system will give the validation message that "Password must be longer than 8 characters" > If user tries to enter more than 20 characters the system will give the validation message that "Password must be shorter than 20 characters" > By default password characters is in hidden form but user can click on the "Show password icon" and see the password
Confirm New Password	Password Field		> Mandatory field > If confirm password is not match with password then the system will give the validation message that "Password do not match"
Submit Button	Button		> On click of the "Submit" button system will give the message that "Your password has been changed successfully" and Redirect user to the sign in page:



Option to Sign in	Link		Clicking "Sign In" at the bottom of the page will redirect users to the given link:
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5. Static pages

1. Mentee can access the below list of static pages:

- a. About MavenCliq
- b. How it works
- c. Find a mentor
- d. Be a Mentor
- e. FAQ's
- f. Policies
- g. Terms & Conditions
- h. Refund Policy
- i. Privacy Policy

6. Booking journey

1. Booking journey defines that how user can book and manage their sessions, below are the steps for booking journey:

- a. Mentee can book a session with a particular mentor at any time. When a mentee makes a booking, if that particular mentor already has the booking at the same time then the system will not allow them to book a session.
- b. Once the booking has been done, a request will be sent to the mentor. If the mentor will accept the request then the session will be confirmed and added to the calendar and appointment list.
- c. Mentor has nothing to do with their availability in advance, mentor will receive the session request from the mentee and if he/she will be available at that time then they can accept the request or else they will reject.
- d. When a mentor will reject the request, It is mandatory for Mentor to give the two alternate slots options to the mentee.
- e. Mentee either choose from the alternate slots or else they have to cancel the booking.
- f. Mentors can cancel or reschedule booking anytime. If the mentee cancels the booking before 24 hours of the scheduled the mentee will get the full refund and if the mentee will cancel the booking within the 24 hours of schedule then there is no refund.
- g. Mentee can see all their booked sessions on the calendar view, they can click on the particular booking and view the details.
- h. Mentors can start the meeting at the scheduled date and time, Start meeting button will be enabled only at the date and time of scheduled meeting.
- i. For video calling we are going to use the chime. When mentors start the meeting the only mentee can join the meeting until then mentee have to wait.



- j. Chime provides the chat feature during meetings so mentees and mentors can chat with each other during meetings as well as allows recording the meeting. Later recording will be available for both of them all the time on the system.
- k. Meeting will end at the scheduled end time forcefully, User will get the reminder prior 10 mins before end time.
- l. Once the session will end, Both will have the meeting recording access.
- m. After completion of the session, the mentee can give the review and rating to the mentor, Review will be approved by the admin user and posted on the site.

7. Find a mentor

- 1. Mentee can explore the list of mentors by different categories, they can see the list of mentors and view their profile and book for an appointment:
- 2. Filter by:
 - a. Categories
- 3. Mentee can see the list of mentors along with the below details:
 - a. Mentor profile picture
 - b. Mentor full name
 - c. Education
 - d. Position
 - e. Skills
 - f. Star ratings
- 4. View mentor profile
 - a. Mentee can click and view the mentor profile, they can see the below details on mentor's profile:
 - i. Profile picture
 - ii. Full name
 - iii. City
 - iv. Country
 - v. Occupation
 - vi. About information
 - vii. Position
 - viii. List of domains
 - ix. Educational information
 - x. Experience information
 - xi. Rating and reviews
 - xii. Total years of experience
 - xiii. Number of satisfied customer
 - xiv. Option:
 - 1. Book a slot
 - a. Mantee can book the slot after 3 calendar days onwards from the current date
 - b. System will allows to book 1 hour session only
 - c. In order to book a slot user needs to enter the below details:



User Input	Input Type	Options	Comments
Select date	Date picker		> Mandatory field
Select start time	Time picker		> Mandatory field > Session time will be fixed 1 hour only
Select end time	Time picker		> Mandatory field > based on start time it will be autofill and will not be editable
Session price	Label		> Session price will be display based on the mentee falls in the particular cadre > Cadres are defined in admin panel
Enter notes/questions if any	TextArea		> Optional field
Agreed on Terms & condition and Privacy policy	Checkbox and Link		> Mandatory field
Submit button	Button		> On click of submit button, if Mentor is not available or session is already booked on selected time then system will give the validation message that "Menore is already booked on selected time, Please choose another time slot"
Cancel button	Button		

- d. Once the user submits the request, the system will ask the user to make the payment and confirm the booking.
- e. User can see and confirm the payment details as below:
 - i. Sub total(INR)
 - ii. Tax amount (18% GST) - Mentee has to pay 18% GST on the each session booking
 - iii. Total amountI(INR)
- f. Users need to choose/enter the payment details and make the payment and confirm the booking.
- g. Once the request will be submitted, Mentor, mentee and admin will receive the email and app notifications for the same.

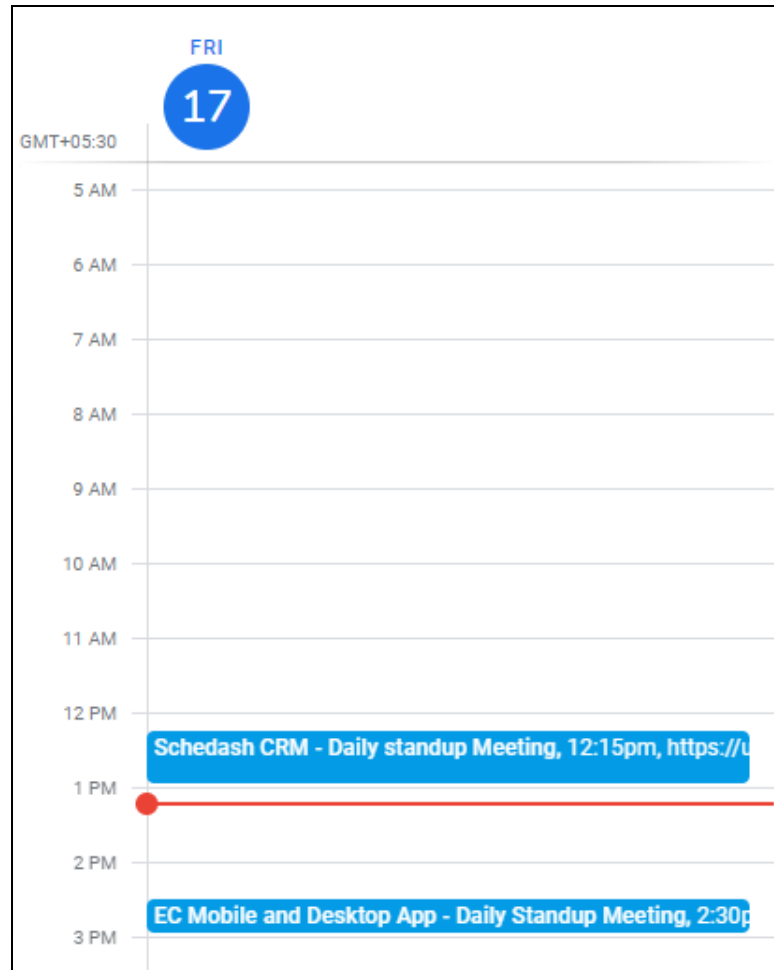


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- h. Mentee also receive the confirmation email and app notification along with the payment details.

8. Calendar view

1. Mentee can see their own calendar and scheduled session on the calendar view:
2. Mentee can see the the different view of calendar as below, They can change the calendar by selecting the different option through dropdown:
 - i. Day 1 calendar
 - ii. Weekly calendar
 - iii. Monthly calendar
3. Mentee can select the particular year and month from the dropdown.
4. Scheduled task will be display in green color
5. Mentee can see different view of calendars and list of details on it as below:
 - a. Day 1 calendar view
 - i. Shows the selected date calendar
 - ii. By default it should shows the current date calendar
 - iii. Day 1 calendar shows the time specific view of a particular employee
 - iv. It should display the total hours in 1 hour intervals - Interval will be visible at the left side
 - v. Mentee can see the scheduled session on the calendar along with below details:
 1. Start time
 2. Mentor name
 - vi. Mentee can click on the particular task and see the below details:
 1. Mentor profile picture
 2. Mentor name
 3. Mentor location
 4. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 5. Actions:
 - a. Cancel session
 - b. Reschedule session
 - c. Join meeting - Join meeting button will be enable only on the schedule date & time



b. Weekly calendar view

- i. Shows the calendar for 1 week of a particular month
- ii. By default it shows the current week calendar
- iii. It shows the 7 days of data of that particular mentor, 7 days will be visible at the top
- iv. It should display the total hours in 1 hour intervals - Interval will be visible at the left side
- v. Mentee can see the below details of task for particular day:
 1. Start time
 2. Mentor name
- vi. Mentor can click on the particular task and see the below details:
 1. Mentor profile picture
 2. Mentor name
 3. Mentor location
 4. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status

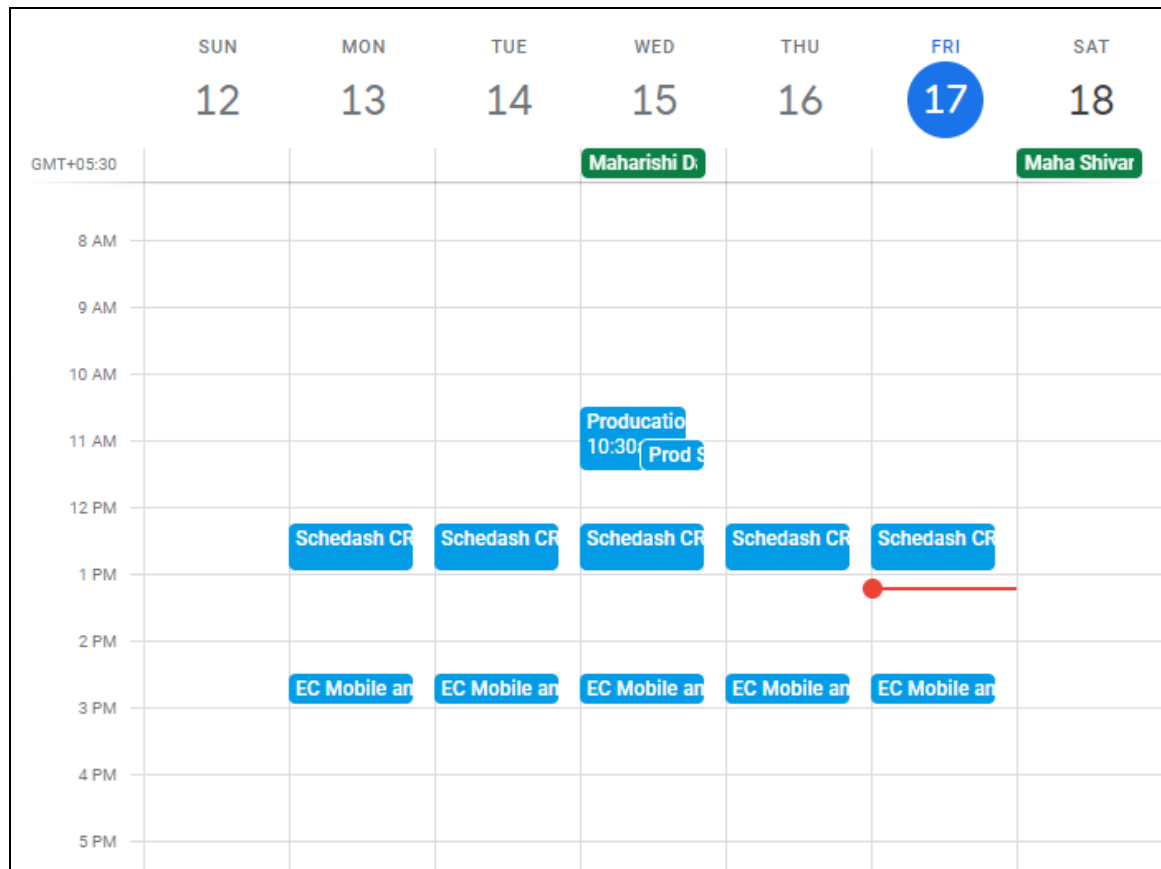


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- i. Pending
- ii. Accepted
- iii. Completed
- iv. Canceled
- v. Rescheduled

5. Actions:

- a. Cancel session
- b. Reschedule session
- c. Join meeting - Join meeting button will be enable only on the schedule date & time



c. Monthly calendar view

- i. Shows the calendar for a particular month
- ii. By default it will show the current month calendar
- iii. It shows the selected months schedules day wise of that particular operator
- iv. Mentee can see the below details for particular day:
 - 1. Start time
 - 2. Mentor name



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- v. If more than 3 task are there on particular day then system will shows only two task and option to view more to view all the tasks scheduled on the popup
- vi. Mentee can click on the particular task and see the below details:
 1. Mentor profile picture
 2. Mentor name
 3. Mentor location
 4. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 5. Actions:
 - a. Cancel session
 - b. Reschedule session
 - c. Join meeting - Start meeting button will be enable only on the schedule date & time

SUN Jan 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
New Year's Day	12:15pm Schedash Cl 2:30pm EC Mobile ani	12:15pm Schedash Cl	12:15pm Schedash Cl 2:30pm EC Mobile ani	12:15pm Schedash Cl 2:30pm EC Mobile ani	12:15pm Schedash Cl 2:30pm EC Mobile ani	
8	9 12:15pm Schedash Cl 2:30pm EC Mobile ani	10 12:15pm Schedash Cl 2:30pm EC Mobile ani	11 12:15pm Schedash Cl 2:30pm EC Mobile ani	12 12:15pm Schedash Cl 2:30pm EC Mobile ani	13 12:15pm Schedash Cl 2:30pm EC Mobile ani	14 Makar Sankranti
15 Pongal	16 12:15pm Schedash Cl 2:30pm EC Mobile ani	17 12:15pm Schedash Cl 2:30pm EC Mobile ani	18 12:15pm Schedash Cl 2:30pm EC Mobile ani	19 12:15pm Schedash Cl 2:30pm EC Mobile ani	20 12:15pm Schedash Cl 2:30pm EC Mobile ani	21
22	23 12:15pm Schedash Cl 2:30pm EC Mobile ani	24 12:15pm Schedash Cl 2:30pm EC Mobile ani	25 12:15pm Schedash Cl 2:30pm EC Mobile ani	26 Republic Day Vasant Panchami 2 more	27 12:15pm Schedash Cl 2:30pm EC Mobile ani	28
29	30 12:15pm Schedash Cl 2:30pm EC Mobile ani	31 12:15pm Schedash Cl 2:30pm EC Mobile ani	Feb 1 10:30am Project Kick 12:15pm Schedash Cl 2:30pm EC Mobile ani	2 12:15pm Schedash Cl 2:30pm EC Mobile ani	3 12:15pm Schedash Cl 2:30pm EC Mobile ani	4

9. Requests management

1. Mentee can see the list of request, List of request consists of the below details:
 - a. Mentor name



- b. Date - Mentee can only choose date and time after the 24 hours from current time. Mentee cannot book the session on the same day.
- c. Time
- d. Appointment type
- e. Amount
- f. Questions/Notes
- g. Payment Status: Paid
- h. Status
 - i. Pending
 - ii. Accepted
 - iii. Rejected
- i. Actions:
 - i. View details: Mentor can click and see the mentee's profile and appointment details as below:
 - 1. Mentor profile picture
 - 2. Mentor name
 - 3. Appointment Info
 - a. Date
 - b. Time
 - c. Status
 - i. Pending
 - ii. Accepted
 - iii. Rejected
 - d. Notes/Questions
- j. If in case mentor will reject the request or cancel the session then mentee will get the different options, Once the mentor will reject the request, mentee will receive the notifications with the below options:
 - i. Choose alternate slots: Mentee can choose the alternate available slots which are given by the mentor and reschedule with that options:
 - 1. Mentee can choose the date and particular slot which are given by the mentor and reschedule the session
 - 2. Mentee can click on the "Choose alternate slots" and on the popup mentee can see the below options:
 - a. Select date
 - b. Select slot from the available slots
 - c. Submit button
 - d. Cancel button - Cancel button will close the popup
 - 3. Once the session will be rescheduled by the mentee, a new request will be generated to mentor and mentor can either accept or reject the request.
 - 4. On the accept and reject notification should be sent to the Mentor, mentee and admin
 - ii. Choose another mentor: Mentee can choose other mentors and proceed



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1. Mentee can also choose the another mentor and proceed further of the session
 2. If a mentee will choose to go with the other mentor then the current request will be considered as a canceled session and a new request will be generated on the name of another mentee with the no payment as payment has been already done
 3. Mentee can search and choose the another mentor and book the session
 4. Once the mentee confirms and chooses another mentor, a request will be sent to the mentor and then mentor can accept or reject the request.
 5. On the accept and reject notification should be sent to the Mentor, mentee and admin
- iii. Cancel session: Mentee can cancel and proceed for the refund
1. Mentees can cancel a booking request anytime and they will get the refund as booking is not confirmed
 2. Once the mentee cancel the session then mentee, mentor and admin receives the email and app notification

10. Appointment management

1. Mentee can see the list of scheduled appointment, List of appointments consists of the below details:
2. Search by keywords(Excluding questions/Notes)
 - a. Mentor name
 - b. Date
 - c. Time
 - d. Appointment type
 - e. Amount
 - f. Question/Notes
 - g. Payment Status: Paid
 - h. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 - i. Actions:
 - i. View details: Mentor can click and see the appointment details as below:
 1. Mentor profile picture



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2. Mentor name
3. Appointment Info
 - a. Date
 - b. Time
 - c. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 - d. Questions/Notes
 - e. Payment information:
 - i. Sub total(INR)
 - ii. Tax amount (Tax percentage)
 - iii. Total amount paid(INR)
- ii. Download invoices(If it's in completed state)
 1. Download invoice
- iii. Join meeting
 1. Join meeting button will be enable only on the schedule date & time
 2. If mentee will not join the meeting then there is no show from mentee and there is no refund
 3. If mentor does not join the meeting then mentee has to raise the issue with the support team on support email and request for the refund
 4. Admin will process refund manually in valid case
- iv. Reschedule appointment(If it's in accepted and pending state)
 1. Mentee is allowed to reschedule the session before the 24 hours of the scheduled time, Within 24 hours they cannot reschedule the session, then they have to cancel the session only.
 2. Mentee can only 2 times reschedule the particular session
 3. In order to reschedule the session, user need to enter the below details:
 - a. Select date
 - b. Select start time
 - c. Select end time
 - d. Notes/Questions
 - e. Save button
 - f. Cancel button
 - g. Once the session is rescheduled then a request will be generated to the mentor and the mentor can accept or reject the request.
 - h. Once they submit the reschedule request, Mentor will receive the email and app notifications.



- v. Cancel session
 - 1. The confirmed session can be canceled or rescheduled with 24 hours notice to MavenCliq and they will get full refund
 - 2. Mentee will receive the refund in their linked account within the 7 working days
 - 3. If mentee will cancel the session within the 24 hours then mentee will get the 0 refund
- vi. Once the mentee cancel the session then mentee, mentor and admin receives the email and app notification
- vii. If a mentee misses the session then there is no refund.

11. Post review & ratings

- 1. Mentee can see give the ratings and review to the particular mentors after the session completed:
- 2. Mentee can give the review as below:
 - a. Select starts out of 5 stars (Example: 1 start, 2 stars etc., Half star rating not allowed)
 - b. Enter review (Textarea)
 - c. Submit button
 - d. Cancel button
 - e. Once the ratings and review will be submitted, Admin users will review it and approve or reject the review, Only approved reviews will be posted on the mentors profile.

12. Notifications

- 1. Mentee will receive the email and app notifications on the specific event triggers, Below are the list of notifications:
 - a. Email/Account verification
 - i. Mentee will receives the email notification with the account verification link
 - b. Reset password link on forgot password
 - i. Mentee will receives the reset password link inorder to reset the password
 - c. Password reset/updated successfully
 - i. Mentee will receives the email notification when password reset successfully
 - d. Booking request sent and payment made
 - i. Mentee will receives the email notification when booking request sent and payment done along with booking and payment details
 - e. Booking request accepted by Mentor and booking confirmed
 - i. Mentee will receives the email and app notification when request accepted by mentor



- f. Booking request rejected by mentor
 - i. Mentee will receives the email and app notification when request is rejected by mentor along with the alternate available slots options
- g. Booking has been canceled by mentor
 - i. Mentee will receives the email and app notification when booking has been canceled by mentor along with the refund details
- h. Refund is credited successfully against particular booking cancelation
 - i. Mentee will receives the email and app notification when refund is credited successfully against cancelation
- i. Booking has been rescheduled by mentor
 - i. Mentee will receives the email and app notification when session is rescheduled by mentor
- j. Session start reminder before 10 minutes
 - i. Mentee will receives the email and app notification of meeting reminder before 10 minutes of start time
- k. Session completed successfully and received invoice
 - i. Mentee will receives the email and app notification when session is successfully completed along with the invoice
- l. Review rejected by admin
 - i. Mentee will receives the email and app notification when admin reject the review posted for mentor

13. My account

- 1. Mentee can see their own profile details and update their profile details as below:
 - a. General information
 - i. Salutation
 - ii. First name and Last name
 - iii. Middle name
 - iv. Email address(Non editable)
 - v. Contact phone number
 - vi. City
 - vii. Gender
 - viii. Date of birth
 - ix. Academic Details - Enter degree(Multiple)
 - 1. Select year of passing
 - 2. Enter institute name
 - x. Current or Last job title(Multiple)
 - 1. Current or last company name
 - 2. Current or Last company tenure (Number of years and Number of month)
 - xi. Your positioning in the management hierarchical order
 - 1. Lower Cadre
 - 2. Middle Cadre
 - 3. Senior Cadre
 - xii. View/Download CV
 - b. Other details



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- i. Compensation (INR Lakhs/Annum)
 - ii. What drives you to seek mentoring
 - iii. Have you been previously mentored in your career
 - iv. Please provide a snapshot of your career history starting from first to the current highlighting major accomplishments & challenges
 - v. What career challenges do you perceive you may encounter in the next 12-18 months where a mentor could assist you?
 - vi. What are your major career goals
 - vii. Please outline your major strengths & weaknesses (3-4 each)
 - c. Payment Transaction history
 - i. Transactions history: mentee can see the transaction history along with the below details:
 - a. Date
 - b. Time
 - c. Amount paid
 - d. Status:
 - i. Success
 - ii. Failed
2. Update profile: Mentees can update all the details from their profile except Registered email.
- a. General information

User Input	Input Type	Options	Comments
Salutation	Single selection Dropdown	> Mr. > Miss. > Ms. > Mrs. > Dr.	> Mandatory field
First name and Last name	Textfield		> Autofill as we are asking at the signup > They can update it if they want
Middle name	Textfield		> Mandatory field
Email address	Non editable		> Autofill from signup form > Email should not be editable
Contact phone number	Textfield		> Optional field
City	Textfield		> Optional field
Gender	Single selection dropdown	> Male > Female > Other > Prefer not to say	> Optional field



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Date of birth	Date picker		> Mandatory field

b. Educational and Experience details:

User Input	Input Type	Options	Comments
Academic Details - Enter degree	Textfield		> Mandatory field > User can enter more than one academic details > One academic details they can add later from their profile
Select year of passing	Single selection Dropdown		
Enter institute name	Textfield		
Current or Last job title	Textfield		> Mandatory field > User can add more than one companies and jobs details > One job and company they can add later from their profile
Current or last company name	Textfield		
Current or Last company tenure (Number of years and Number of month)	Textfield		
Your positioning in the management hierarchical order	Single selection dropdown	> Lower Cadre > Middle Cadre > Senior Cadre	> Mandatory field
Upload CV	Upload		> Mandatory field > Support doc file and PDF file

c. Other details:

User Input	Input Type	Options	Comments
Compensation (INR Lakhs/Annum)	Single selection dropdown	> Less than 30 > 30-60 > More than 60	> Mandatory field



What drives you to seek mentoring	Textarea		> Mandatory field
Have you been previously mentored in your career	Doropdown	> Yes > No	> Mandatory field
Please provide a snapshot of your career history starting from first to the current highlighting major accomplishments & challenges	Textarea		> Mandatory field
What career challenges do you perceive you may encounter in the next 12-18 months where a mentor could assist you?	Textarea		> Mandatory field
What are your major career goals	Textarea		> Mandatory field
Please outline your major strengths & weaknesses (3-4 each)	Textarea		> Mandatory field
Outline issues (maximum 3) that you would like mentor to address during the session	Textarea		> Optional field

i. Change password:

1. User can update their password by entering below details:
 - a. Enter current password
 - b. Enter new password
 - c. Confirm new password
 - d. Save button to update the password
 - e. Cancel button to discard the changes

ii. Logout

b. Mentor



1. Signup

1. User needs to fill the below details, in order to register into the system:

User Input	Input Type	Options	Comments
First name	Textfield		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 3 characters and Maximum 20 characters> If user enters less than 3 characters then the system will give the validation message that "First Name must be longer than 3 characters"> If user tries to enter more than 20 characters the system will give the validation message that "First Name must be shorter than 20 characters"
Last name	Textfield		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 3 characters and Maximum 20 characters> If user enters less than 3 characters then the system will give the validation message that "Last name must be longer than 3 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Last name must be shorter than 20 characters"
Display name	Textfield		<ul style="list-style-type: none">> Mandatory field> Display name will not be the unique and It will be available on users profile> Allows to enter Minimum 3 characters and Maximum 20 characters> If user enters less than 3 characters then the system will give the validation message that "Display name must be longer than 3 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Display name must be shorter than 20 characters"
Email address	Textfield		<ul style="list-style-type: none">> Mandatory field> Email address will be unique to the system> If the entered email address already existed in the database the system will give the validation message that "Email address is already registered."



Password	Password field		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 8 characters and Maximum 20 characters> Password is case sensitive> If user enters less than 8 characters then the system will give the validation message that "Password must be longer than 8 characters"> If user tries to enter more than 20 characters the system will give the validation message that "Password must be shorter than 20 characters"> By default password characters is in hidden form but user can click on the "Show password icon" and see the password> Passwords must contain one upper case, one lower case, one number and one special character.
Confirm Password	Password field		<ul style="list-style-type: none">> Mandatory field> Allows to enter Minimum 8 characters and Maximum 20 characters> Password is case sensitive> Confirm password must match with the Password entered in the password field. If it's not match then the system will give the validation message that "Your password does not match!"> By default password characters is in hidden form but user can click on the "Show password icon" and see the password
Agreed on Terms & Condition	Checkbox		<ul style="list-style-type: none">> Mandatory field> User needs to agreed on on Terms & conditions in order to submit the registration
Signup Button	Button		<ul style="list-style-type: none">> On click of the "Sign up" button and successfully complete the signup
Option to Sign in	Link		Clicking "Sign in" at the bottom of the screen, It will take users to the given screen:

2. Once user will submits this information, System will sent the email verification link to the registered email and user need to verify their email in order to login into the system
3. If the verification link is expired then, when the user tries to login into the system then the system will ask the user to verify their email and the system will share the new link.



2. Onboarding

1. Users need to enter the below details in order to complete their profile:
 - a. Step 1 - General information:

User Input	Input Type	Options	Comments
Salutation	Single selection Dropdown	> Mr. > Miss. > Ms. > Mrs. > Dr.	> Mandatory field
First name and Last name	Textfield		> Autofill as we are asking at the signup > They can update it if they want
Middle name	Textfield		> Mandatory field
Email address	Non editable		> Autofill from signup form
Contact phone number	Textfield		> Optional field
City	Textfield		> Optional field
Gender	Single selection dropdown	> Male > Female > Other > Prefer not to say	> Optional field
Date of birth	Date picker		> Mandatory field

- b. Step 2 - Educational and Experience details:

User Input	Input Type	Options	Comments
Academic Details - Enter degree	Textfield		> Mandatory field > User can enter more than one academic details > One academic details they can add later from their profile
Select year of passing	Single selection Dropdown		
Enter institute name	Textfield		
Current or Last job title	Textfield		> Mandatory field > User can add more than one companies and



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Current or last company name	Textfield		jobs details > One job and company they can add later from their profile
Current or Last company tenure (Number of years and Number of month)	Textfield		
Your positioning in the management hierarchical order	Single selection dropdown	> Lower Cadre > Middle Cadre > Senior Cadre	> Mandatory field
Upload CV	Upload		> Mandatory field > Support doc file and PDF file

c. Step 3 - Other details:

User Input	Input Type	Options	Comments
What drives you to be a mentor	Textfield		> Mandatory field
Have you previously mentored in your career	Dropdown	> Yes > No	> Mandatory field
What cadre of management you can mentor (You can choose one or more than one)	Multi selection Dropdown	> Lower Cadre > Middle Cadre > Senior Cadre	> Mandatory field
How many sessions of one hour can you do per month:	Textfield		> Mandatory field
Please select areas of your domain expertise (choose as many as you think fit your experience).	Multi selection Dropdown		> Domains will be dynamic, Admin can manage the domains.



d. Step 4 - Bank account details:

User Input	Input Type	Options	Comments
Enter Bank Account number	Textfield		> Mandatory field
Enter Account Holder name	Textfield		> Mandatory field
Enter IFSC code	Textfield		> Mandatory field

2. Once the profile will be submitted, the Admin user will receive the notification and review the mentor's profile and approve and reject the profile.
3. Once super admin approves their profile then only their profile will be listed in the meteor list and it will be public for Mentee. During the approval process the mentor can access all the modules except the appointment module and they won't receive any request from the mentee.
4. If the admin will reject their profile then Mentor will receive the notification with the feedback given by the admin, based on the feedback mentor will update their profile and resubmit their profile.
5. Once the profile will be approved, It will be public for mentees and now mentees can book for a session with them.

3. Sign In

1. User can login into the app using email address and Password:

User Input	Input Type	Options	Comments
Email address	Textfield		> Mandatory field > If the entered email address is incorrect or not found in the database then the system will give the validation message that "Account not found. Please check your email address and try again."
Enter Password	Password field		> Mandatory field > If entered password is incorrect or not match with the database then system will give the validation message that "Password is incorrect, Please check and try again" > By default password characters is in hidden form but user can click on the "Show password icon" and see the password
Signin Button	Button		> On click of the "Sign in" button user will be



			redirect user to the dashboard, Dashboard link:
--	--	--	---

4. Forget password

1. In case the user forgets the password, then they can reset the password by clicking a forgot password link.

User Input	Input Type	Options	Comments
Enter email Address	Textfield		> Mandatory field
Submit Button	Button		> If the entered email address is incorrect or not found in the database then the system will give the validation message that "Account not found. Please check your email address and try again." > On click of the "Submit" button Email address will be submitted and the system will send the reset password link over the registered email address and give the message that "Reset password link has been sent over your registered email address, Click on the link and reset your password."
Option to Sign in	Link		Clicking "Sign In" at the bottom of the page will redirect users to the given link:

2. Once a user will click on the reset password link, System will redirect users to reset password page and reset the password by entering the following details:

User Input	Input Type	Options	Comments
Enter New Password	Password Field		> Mandatory field > Allows to enter Minimum 8 characters and Maximum 20 characters > Password is case sensitive > If user enters less than 8 characters then the system will give the validation message that "Password must be longer than 8 characters" > If user tries to enter more than 20 characters the system will give the validation message that "Password must be shorter than 20 characters" > By default password characters is in hidden



			form but user can click on the “Show password icon” and see the password
Confirm New Password	Password Field		> Mandatory field > If confirm password is not match with password then the system will give the validation message that “Password do not match”
Submit Button	Button		> On click of the “Submit” button system will give the message that “Your password has been changed successfully” and Redirect user to the sign in page:
Option to Sign in	Link		Clicking "Sign In" at the bottom of the page will redirect users to the given link:

5. Static pages

1. Mentor can access the below list of static pages:
 - a. About MavenCliq
 - b. How it works
 - c. Find a mentor - After login this option should not be visible to mentor
 - d. Be a Mentor - After login this option should not be visible to mentor
 - e. FAQ's
 - f. Policies
 - g. Terms & Conditions
 - h. Refund Policy
 - i. Privacy Policy

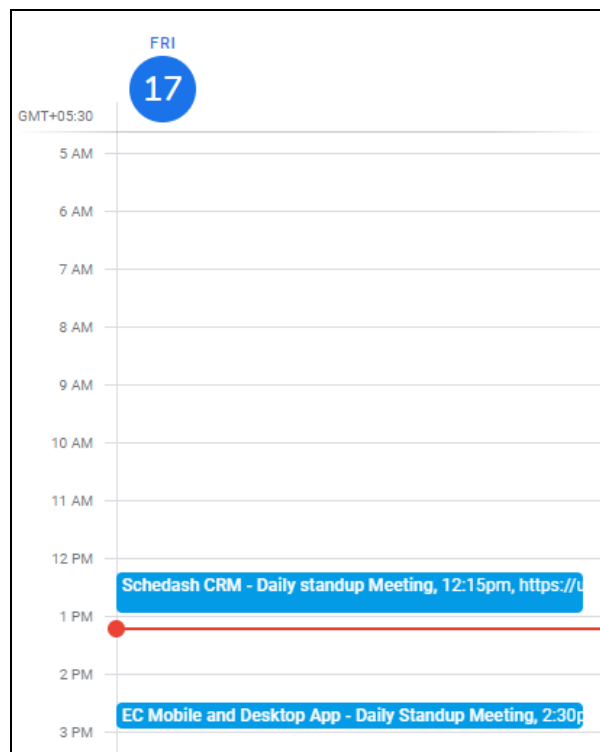
6. Calendar view

1. Mentor can see their own calendar and scheduled session on the calendar view:
2. Mentor can see the the different view of calendar as below, They can change the calendar by selecting the different option through dropdown:
 - i. Day 1 calendar
 - ii. Weekly calendar
 - iii. Monthly calendar
3. Operator can select the particular year and month from the dropdown.
4. Scheduled task will be display in green color
5. Mentor can see different view of calendars and list of details on it as below:
 - a. Day 1 calendar view
 - i. Shows the selected date calendar
 - ii. By default it should shows the current date calendar
 - iii. Day 1 calendar shows the time specific view of a particular employee



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- iv. It should display the total hours in 1 hour intervals - Interval will be visible at the left side
- v. Mentor can see the scheduled session on the calendar along with below details:
 - 1. Start time
 - 2. Mentee name
- vi. Mentor can click on the particular task and see the below details:
 - 1. Mentees profile pictures
 - 2. Mentees name
 - 3. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 - 4. Actions:
 - a. Cancel session
 - b. Reschedule session
 - c. Start meeting - Start meeting button will be enable only on the schedule date & time

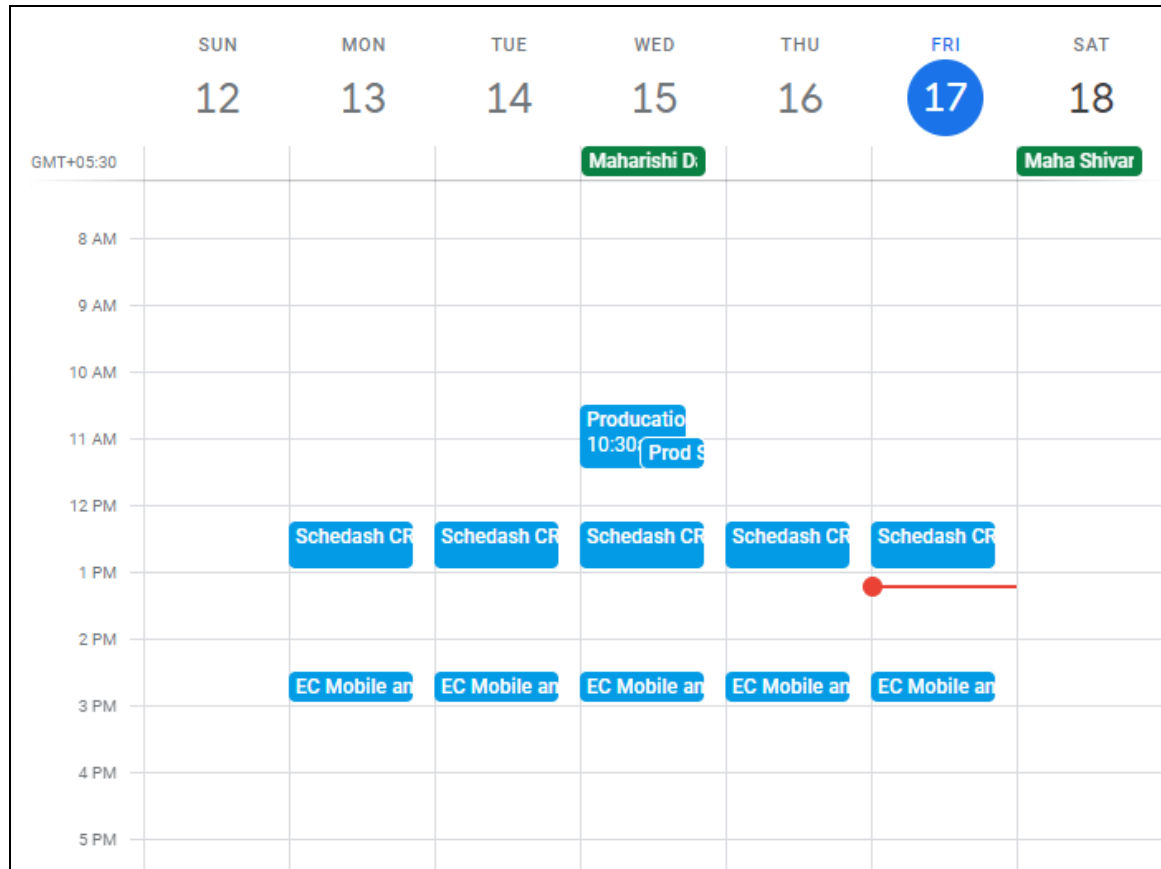




- b. Weekly calendar view
 - i. Shows the calendar for 1 week of a particular month
 - ii. By default it shows the current week calendar
 - iii. It shows the 7 days of data of that particular mentor, 7 days will be visible at the top
 - iv. It should display the total hours in 1 hour intervals - Interval will be visible at the left side
 - v. Mentor can see the below details of task for particular day:
 - 1. Start time
 - 2. Mentee name
 - vi. Mentor can click on the particular task and see the below details:
 - 1. Mentees profile pictures
 - 2. Mentees name
 - 3. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 - 4. Actions:
 - a. Cancel session
 - b. Reschedule session
 - c. Start meeting - Start meeting button will be enable only on the schedule date & time



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c. Monthly calendar view

- i. Shows the calendar for a particular month
- ii. By default it will show the current month calendar
- iii. It shows the selected months schedules day wise of that particular operator
- iv. Mentor can see the below details for particular day:
 1. Start time
 2. Mentee name
- v. If more than 3 task are there on particular day then system will shows only two task and option to view more to view all the tasks scheduled on the popup
- vi. Mentor can click on the particular task and see the below details:
 1. Mentees profile pictures
 2. Mentees name
 3. Appointment Info
 - a. Date
 - b. Time
 - c. Questions/Notes if any
 - d. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed



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- iv. Canceled
- v. Rescheduled

4. Actions:

- a. Cancel session
- b. Reschedule session
- c. Start meeting - Start meeting button will be enable only on the schedule date & time

SUN Jan 1	MON 2	TUE 3	WED 4	THU 5	FRI 6	SAT 7
New Year's Day	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	
8	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	Makar Sankranti
15 Pongal	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	21
22	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	Republic Day Vasant Panchami 2 more	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	28
29	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	Feb 1 ● 10:30am Project Kick ● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	2 ● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	3 ● 12:15pm Schedash Cl ● 2:30pm EC Mobile an	4

7. Requests management

1. Mentor can see the list of request received from the mentees for session booking, List of request consists of the below details:
 - a. Mentee name
 - b. Date
 - c. Time
 - d. Amount
 - e. Questions/Notes
 - f. Payment Status:
 - i. Paid
 - g. Status
 - i. Pending
 - ii. Accepted
 - iii. Rejected
 - h. Actions:
 - i. Accept - Once the request will be accepted session will be added to the calendar view



- ii. Reject
- iii. View details
 - 1. Mentor can click and see the mentee's profile and appointment details as below:
 - a. Mentor profile picture
 - b. Mentor name
 - c. Mentor location
 - d. Mentees profile pictures
 - e. Mentees name
 - f. Appointment Info
 - i. Date
 - ii. Time
 - iii. Status
 - iv. Questions/Notes
 - 2. If in case the mentor will reject the request then it is mandatory for mentor to give the alternate slots available, for that mentor can give their availability for up to two alternate days and slots on those particular dates, they can create alternate slots and share that with the mentee, when they reject the request system will ask them to provide alternate options as below, User need to fill the below details in the popup:
 - a. Select date(Up to two alternate option)
 - i. Create/add multiple slots for particular date
 - 1. Select start time
 - 2. Select end time
 - ii. Remove the added time slots
 - b. Save button
 - c. Cancel button
 - 3. Once the option will be submitted, the mentee and admin will receive the email and app notifications for the same.
 - 4. If the mentee will choose any slot from the alternate option then that slot will be confirmed.
 - 5. Mentee either choose from the alternate slots given by the Mentor or they can cancel the slot.

8. Appointment management

- 1. Mentor can see the list of scheduled appointment, List of appointments consists of the below details:
- 2. Search by keywords
 - a. Mentee name
 - b. Date
 - c. Time
 - d. Amount
 - e. Question/Notes
 - f. Payment Status:
 - i. Pending



- ii. Paid
- g. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
- h. Actions:
 - i. View details
 - 1. Mentor can click and see the mentee's profile and appointment details as below:
 - a. Mentor profile picture
 - b. Mentor name
 - c. Mentor location
 - d. Mentees profile pictures
 - e. Mentees name
 - f. Appointment Info
 - i. Date
 - ii. Time
 - iii. Appointment Type
 - iv. Question/Notes
 - v. Status
 - ii. Reschedule session
 - 1. When mentor will reschedule session then it is mandatory for mentor to give the alternate slots available, for that mentor can give their availability for up to two alternate days and slots on those particular dates, they can create alternate slots and share that with the mentee, when they reject the request system will ask them to provide alternate options as below, User need to fill the below details in the popup:
 - a. Select date(Up to two alternate option)
 - i. Create/add multiple slots for particular date
 - ii. Select start time
 - iii. Select end time
 - iv. Remove the added time slots
 - b. Save button
 - c. Cancel button
 - 2. Once the option will be submitted, the mentee and admin will receive the email and app notifications for the same.
 - 3. If the mentee will choose any slot from the alternate option then that slot will be confirmed.
 - 4. Mentee either choose from the alternate slots given by the Mentor or they can cancel the slot.



- iii. Cancel the session
 - 1. Mentor can cancel the session anytime and there is no cancellation policy for them
 - 2. Mentee will receive the full refund in their linked account within the 7 working days
 - 3. Once the session will be canceled by mentor, then mentee will get the full refund
 - 4. Once the mentor cancel the session then mentee and mentor both receives the email and app notification
- iv. Start meeting
 - 1. Start meeting button will be enable on the scheduled date and time only
 - 2. For the video calling we are going to use the chime, Chime allows users to record the meeting and chat with the mentee during meeting

9. Payment Management

- 1. Mentor will get the 80% amount against each completed session, Once the session will be completed mentor will receive the session payment on their system account. Mentor will receive their payment weekly, Every week on monday mentor's earning will be released by the Admin user and earning will be transferred to their linked account
- 2. 10% TDC will be deducted only after payment to a mentor exceeds Rs. 30,000/- in a financial year.
- 3. Mentor can see the below details on the wallet page:
 - a. Total available balance in their account
 - b. Transactions history: Mentor can see the transaction history along with the below details:
 - 1. Date
 - 2. Time
 - 3. Amount
 - 4. Number of session completed
 - 5. Status:
 - a. Success
 - b. Failed

10. Notifications

- 1. Mentor will receive the email and app notifications on the specific event triggers, Below are the list of notifications:
 - a. Email/Account verification
 - i. Mentor will receives the email notification with the account verification link



- b. Reset password link on forgot password
 - i. Mentor will receives the reset password link inorder to reset the password
- c. Password reset/updated successfully
 - i. Mentor will receives the email notification when password reset successfully
- d. Profile approved by admin
 - i. Mentor will receives the email and app notification when admin approve their profile
- e. Profile rejected admin and feedback received
 - i. Mentor will receives the email and app notification when admin reject their profile and send the feedback
- f. Booking request received from mentee
 - i. Mentor will receive the email and app notification when booking request received from the mentee
- g. Booking confirmed when they accept request
 - i. Mentor will receive the email and app notification for booking confirmation when they accept the request from mentee
- h. Booking confirmed when mentee choose from the alternate options
 - i. Booking confirmed when mentee accept and choose the booking slots given by the mentor
- i. Booking rescheduled by mentee
 - i. Mentor will receives the email and app notification when session is rescheduled by mentee
- j. Booking canceled by Mentee
 - i. Mentor will receives the email and app notification when booking has been canceled by mentee
- k. Session start reminder before 10 minutes
 - i. Mentor will receives the email and app notification of meeting reminder before 10 minutes of start time
- l. Session completed successfully along with the payment they will receive against the session
 - i. Mentee will receives the email and app notification on completion of session along with the payment details they will receive against the session
- m. Payment received from admin user
 - i. Mentor will receives the email and app notifications when admin release the weekly payment along with the payment details
- n. Review posted by mentee(If only approved by by admin)
 - i. Mentor will receives the email and app notifications when review posted by mentee(Only on approval of the review by admin)



11. My account

1. Mentor can see their own profile details and update their profile details, Mentor can see the below details on their profile:

- a. General information

- i. Profile picture
- ii. Salutation
 1. Mr.
 2. Miss.
 3. Ms.
 4. Mrs.
 5. Dr.
- iii. First name
- iv. Last name
- v. Textfield
- vi. Middle name
- vii. Registered email address(Non editable)
- viii. Contact phone number
- ix. City
- x. Gender
 1. Male
 2. Female
 3. Other
 4. Prefer not to say
- xi. Date of birth
- xii. Academic Details - Enter degree(Multiple)
 1. Select year of passing
 2. Enter institute name
- xiii. Current or Last job title(Multiple)
 1. Current or last company name
 2. Current or Last company tenure (Number of years and Number of month)
- xiv. Your positioning in the management hierarchical order
 1. Lower Cadre
 2. Middle Cadre
 3. Senior Cadre
- xv. View/Download CV
- xvi. What drives you to be a mentor
- xvii. Have you previously mentored in your career
- xviii. What cadre of management you can mentor (You can choose one or more than one)
- xix. How many sessions of one hour can you do per month:
- xx. Please select areas of your domain expertise (choose as many as you think fit your experience).
- xxi. Bank account details

2. Update profile: Mantor can update the below details from their profile:



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- i. Mentors can update all the details from their profile except Registered email.
- ii. General information:

User Input	Input Type	Options	Comments
Salutation	Single selection Dropdown	> Mr. > Miss. > Ms. > Mrs. > Dr.	> Mandatory field
First name and Last name	Textfield		> Autofill as we are asking at the signup > They can update it if they want
Middle name	Textfield		> Mandatory field
Email address	Non editable		> Autofill from signup form > Not allowed to update their registered email
Contact phone number	Textfield		> Optional field
City	Textfield		> Optional field
Gender	Single selection dropdown	> Male > Female > Other > Prefer not to say	> Optional field
Date of birth	Date picker		> Mandatory field

- iii. Educational and Experience details:

User Input	Input Type	Options	Comments
Academic Details - Enter degree	Textfield		> Mandatory field > User can enter more than one academic details > One academic details they can add later from their profile
Select year of passing	Single selection Dropdown		
Enter institute name	Textfield		
Current or Last job title	Textfield		> Mandatory field > User can add more than one companies and jobs details



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Current or last company name	Textfield		> One job and company they can add later from their profile
Current or Last company tenure (Number of years and Number of month)	Textfield		
Your positioning in the management hierarchical order	Single selection dropdown	> Lower Cadre > Middle Cadre > Senior Cadre	> Mandatory field
Upload CV	Upload		> Mandatory field > Support doc file and PDF file

iv. Other details:

User Input	Input Type	Options	Comments
What drives you to be a mentor	Textfield		> Mandatory field
Have you previously mentored in your career	Dropdown	> Yes > No	> Mandatory field
What cadre of management you can mentor (You can choose one or more than one)	Multi selection Dropdown	> Lower Cadre > Middle Cadre > Senior Cadre	> Mandatory field
How many sessions of one hour can you do per month:	Textfield		> Mandatory field
Please select areas of your domain expertise (choose as many as you think fit your experience).	Multi selection Dropdown		> Domains will be dynamic, Admin can manage the domains.



v. Bank account details:

User Input	Input Type	Options	Comments
Enter Bank Account number	Textfield		> Mandatory field
Enter Account Holder name	Textfield		> Mandatory field
Enter IFSC code	Textfield		> Mandatory field

vi. Change password:

1. User can update their password by entering below details:

- a. Enter current password
- b. Enter new password
- c. Confirm new password
- d. Save button to update the password
- e. Cancel button to discard the changes

b. Logout



b. Super Admin

1. Sign in

1. Admin can login to the system by entering the following details:
 - a. Email address
 - b. Password
2. By default the system will create a default user as admin which can not be deleted.

2. Category/Domain Management

1. Admin can see the list of categories/domain along with below details:
 - a. ID
 - b. Category/Domain name
 - c. Status
 - i. Active
 - ii. Inactive
 - d. Action
 - i. Edit category
 - ii. Delete category
 1. Admin users cannot delete the domain/category if it's already in use.
2. Add new category
 - a. Enter category name
 - i. Save button to save the entry
 - ii. Cancel button to cancel the entry

3. Mentor Management

1. Admin users have the authority to manage the mentors and their information.
Theadmin can add/update/delete the mentors:
2. Admin can see all details of users:
 - a. Profile picture
 - b. First name
 - c. Middle name
 - d. Last name
 - e. Gender
 - f. City
 - g. Email address
 - h. Phone number
 - i. Approval status:
 - i. Pending
 - ii. Approved



- iii. Rejected
 - 1. If an admin user will reject the profile then admin will enter the feedback and mentor will receive the email along with the feedback and user has to update their profile based on the feedback given by the admin and resubmit their profile.
- j. Status:
 - i. Active
 - ii. Inactive
- k. Actions:
 - i. View profile details
 - 1. General information
 - a. Profile picture
 - b. Salutation
 - i. Mr.
 - ii. Miss.
 - iii. Ms.
 - iv. Mrs.
 - v. Dr.
 - c. First name
 - d. Last name
 - e. Textfield
 - f. Middle name
 - g. Registered email address
 - h. Contact Email
 - i. Contact phone number
 - j. City
 - k. Gender
 - i. Male
 - ii. Female
 - iii. Other
 - iv. Prefer not to say
 - l. Date of birth
 - m. Academic Details - Enter degree(Multiple)
 - i. Select year of passing
 - ii. Enter institute name
 - n. Current or Last job title(Multiple)
 - i. Current or last company name
 - ii. Current or Last company tenure (Number of years and Number of month)
 - o. Your positioning in the management hierarchical order
 - i. Lower Cadre
 - ii. Middle Cadre
 - iii. Senior Cadre
 - p. View/Download CV
 - q. What drives you to be a mentor



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- r. Have you previously mentored in your career
- s. What cadre of management you can mentor (You can choose one or more than one)
- t. How many sessions of one hour can you do per month:
- u. Please select areas of your domain expertise (choose as many as you think fit your experience).

- ii. Edit mentor
- iii. Delete mentor

3. Add new mentor

- a. Admin user can create new candidates manually by entering below information:

User Input	Input Type	Options	Comments
Enter first name	Textbox		> Mandatory field > Max Char Length 25
Enter last name	Textbox		> Mandatory field > Max Char Length 25
Enter email address(Unique)	TextArea		> Mandatory field > Max Char Length 50
Enter mobile number	Textbox		> Optional field
Save button	Button		
Cancel button	Button		

- 4. Once the mentor will be added to the system, Email will be sent to the mentor to create their password and then they can login into the system.
- 5. Once the mentor will login into the system they have to follow the onboarding and complete their profile

4. Mentee Management

- 1. Admin users have the authority to manage the mentees and their information. They can add/update/delete the mentees:
- 2. Admin user can see the list of mentees along with below details:
 - a. Profile picture
 - b. First name
 - c. Middle name
 - d. Last name
 - e. City



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- f. Country
 - g. Email address
 - h. Phone number
 - i. Position
 - j. Status:
 - i. Active
 - ii. Inactive
 - k. Actions:
 - i. View profile details
 - 1. Profile picture
 - 2. First name
 - 3. Middle name
 - 4. Last name
 - 5. City
 - 6. Country
 - 7. Email address
 - 8. Phone number
 - 9. Position
 - 10. Compensation (INR Lakhs/Annum)
 - 11. View CV
 - 12. Mentoring Review
 - a. What drives you to seek mentoring
 - b. Have you been previously mentored in your career
 - 13. Experience Profile
 - a. Please provide a snapshot of your career history starting from first to the current highlighting major accomplishments & challenges
 - b. What career challenges do you perceive you may encounter in the next 12-18 months where a mentor could assist you?
 - c. What are your major career goals
 - d. Please outline your major strengths & weaknesses (3-4 each)
 - 14. Academics
 - a. Academics: Degree / Year of passing out/The institutes (Graduation onwards)
 - 15. Job Details
 - a. Current Job Title & Department
 - b. Current Company & Tenure
 - ii. Edit mentees
 - iii. Delete mentees
6. Add new mentee
- a. Admin user can create new mentee manually by entering below information:



User Input	Input Type	Options	Comments
Enter first name	Textbox		> Mandatory field > Max Char Length 25
Enter last name	Textbox		> Mandatory field > Max Char Length 25
Enter email address(Unique)	TextArea		> Mandatory field > Max Char Length 50
Enter mobile number	Textbox		> Optional field
Save button	Button		
Cancel button	Button		

7. Once the mentor will be added to the system, Email will be sent to the mentee to create their password and then they can login into the system.

5. Payout Management

1. Admin users have the authority to manage the payout of the mentors, Admin can manually release the payment for particular mentor
2. Mentor will receive their payment weekly, Every week on monday admin will release the payment for each mentor
3. Admin user can see the list of all mentors along with the below details:
 - a. ID
 - b. Mentor name
 - c. Mentor email
 - d. Total available earning
 - e. Action
 - i. Release payment Button
 1. Admin users can click on the button to release the payment.
4. Transaction history
 - f. Admin can see the list of transactions done for payout as below:
 - i. Id
 - ii. Mentor name
 - iii. Mentor email
 - iv. Transaction date
 - v. Amount
 - vi. Payment status:
 1. Failed
 2. Success



6. Payment Management

1. Admin users have the authority to manage and view the payment done against each booking:
2. Admin can see the list of transactions along with below details:
 - g. Id
 - h. Mentee name
 - i. Mentee email
 - j. Transaction date
 - k. Amount
 - l. Payment status:
 - i. Failed
 - ii. Success

7. Appointment Management

1. Admin user have the authority to view and manage scheduled appointments:
2. Search by keywords - Admin can search the appointment by keyword
3. Filter the list by:
 - a. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
4. Admin can see the list of scheduled appointment, List of appointments consists of the below details:
 - a. Mentee name
 - b. Mentee email
 - c. Date
 - d. Time
 - e. Amount
 - f. Mentor name
 - g. Mentor email
 - h. Question/Notes
 - i. Payment Status: Paid
 - j. Status
 - i. Pending
 - ii. Accepted
 - iii. Completed
 - iv. Canceled
 - v. Rescheduled
 - k. Actions:
 - i. Option to proceed refund(Button)



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1. Admin can proceed for the refund for particular appointment if Mntee raise an issue in support with valid reason
 2. When admin click on the button, system will ask Admin need to add the comment when they proceed for the refund
- ii. View details
1. Mentor can click and see the mentee's profile and appointment details as below:
 - a. Mentor profile picture
 - b. Mentor name
 - c. Mentor location
 - d. Mentees profile pictures
 - e. Mentees name
 - f. Appointment Info
 - i. Date
 - ii. Time
 - iii. Status
 - iv. Notes/Questions
 - g. Payment details

8. Reviews & Ratings Management

1. Reviews management shows the list of all the review given by the mentees to mentors:
2. Admin can see the list of review by particular course/workshop
 - a. List shows the below details:
 - i. Mentee name
 - ii. Mentee email
 - iii. Mentor name
 - iv. Mentor email
 - v. Review description/content
 - vi. Start ratings
 - vii. Action
 1. Approve
 2. Reject
 3. Edit
 - a. Admin can edit the below details for particular review:
 - i. Review content
 - ii. Save changes button
 4. Delete

9. Pricing cadre Management

1. Admin can manage the pricing cadres and the session prices for particular cadre,



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Session price will be calculated based on the price range defined by the admin user, Admin will define the salary range and session price for particular cadre therefore session price will be calculated based on the mentee's salary entered in their profile, For example mentee's salary/ctc is 15 Lakhs per annum then Mentee will fall into the lower cadre then the session price for that particular mentee will be 2600. Below table shows the example:

Mentee Cadre	Salary Limit (INR Lakhs/annum)	Price (INR/Session)
Lower Management	Upto 30.00	2600
Middle Management	30.00-60.00	3400
Senior Management	Above 60.00	4800

2. Admin can see the list of cadre as below and they can update only price range and session price for particular cadre:
 - a. Cadre title
 - b. Salary range(INR Lakhs/Annum)
 - c. Session price (INR/Session)
 - d. Action:
 - i. Update cadre
 1. Update cadre allows to update salary range and session price.

10. Notifications

1. Admin will receive the email and app notifications on the specific event triggers, Below are the list of notifications:
 - a. New mentor registered
 - i. Admin user will received email and app notification when new mentor registered
 - b. Profile resubmitted by mentor
 - i. Admin user will received email and app notification when mentor resubmit their profile for approval which has been rejected by admin
 - c. Mentee sent a booking request to mentor and payment made
 - i. Admin will received the app and email notification when any mentee made the booking request and make the payment
 - d. Mentee's request accepted by Mentor
 - i. Admin will receives the notifications when mentor accept booking request of mentee
 - e. Mentee's request rejected by mentor



- i. Admin will receives the notifications when mentor reject booking request of mentee
- f. Booking confirmed
 - i. Admin will receives the notifications on booking confirmation when mentor accept the request
- g. Booking has been canceled by mentor or mentee
 - i. Admin will receives the notifications when booking is accepted by mentor or mentee
- h. Booking has been rescheduled by mentor or mentee
 - i. Admin will receives the notifications when booking is rescheduled by mentor or mentee
- i. Session completed successfully and received invoice
 - i. Admin will receives the notifications when booking is completed successfully along with the invoice
- j. Received review from mentee
 - i. Admin will receives the notifications when review received from the mentee for mentor

11. Chime integration

1. We are going to integrate the chime for video calling sessions. The Amazon Chime SDK allows you to add real-time audio, video, screen sharing, and messaging capabilities to your applications.
2. Mentee and mentor can record the meeting, meeting recording will be optional if they want they can record the meeting.
3. Meeting will be recorded and it will stored over the S3, Mentee and mentor can view the recording from the appointment details anytime
4. To play the recording we need to use the third party video player

12. Razorpay Payment gateway integration

1. We need to integrated the Razorpay payment gateway for pay in for mentees and payout to mentors

13. Payment break down

1. Mentee
 - a. Mantee has to pay additional GST of 18% on payment of particular session
 - b. Mentee will pay:
 - i. $\text{Total payment(INR)} = \text{Session price(INR)} + \text{GST(18\%)}$
2. Mentor
 - a. Mentor will receive the 80% amount per session and Admin will receive the 20% amount session price



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- b. 10% TDC will be deducted only after payment to a mentor exceeds Rs. 30,000/- in a financial year.

Mentee can book a session with a particular mentor at any time. When a mentee makes a booking, if that particular mentor already has the booking at the same time then the system will not allow them to book a session.

Cases:

1. There are 2 mentee. 1 mentee requested a slot on Monday 12 pm. Mentor did not accept that slot yet. would mentee 2 be able to request a slot for the same time?



> Yes able to request same slot as its not confirmed yet

2. There are 2 mentees. Both mentees requested a slot on same day same time. mentor accepted one of their slots. I am assuming mentor will provide other optional slots to another mentee.

> Yes mentee will give alternate slots to another mentee if

3. What will happen if mentor doesn't accept/reject a slot and does not provide alternate slot as well? I think there has to be a timeline and if mentor does not perform any action in that time, the slot should be rejected automatically otherwise mentee will keep waiting for the mentor's approval and time will pass and we will have un-attended entry.

> Auto canceled and refund will provided to mentee

Mentee either choose from the alternate slots or else they have to cancel the booking.

Case:

1. What if mentee does not perform any action on provided slot. are we planning to perform any such operations on any timeline to let mentor know that mentee did not choose any of the available slot or did not perform any action on it.

> We will give the full refund as its not confirmed booking

2. Let say a mentor did send 2 same slots to 3 different mentee, two mentee accepted a slot and third mentee is trying to accept the same slot. what will happen then? do mentor has to create a new slot for that mentee or that slot booking will be automatically cancelled since both provided slots are booked.

> They can change mentor or cancel the booking as booking is not confirmed

Mentors can start the meeting at the scheduled date and time, Start meeting button will be enabled only at the date and time of scheduled meeting.

Cases:

1. I am assuming if mentee does not join the meeting on time of their appointment, they will get no refund and the meeting will be considered as complete.

> Yes there is no refund as its no show from mentee

2. What if mentor does not join the appointment, Will mentee get the refund or new slot will be booked?

> In this case mentee have to contact support via email, to ask for refund

> Admin has to manually proceed for the refund to mentee



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After completion of the session, the mentee can give the review and rating to the mentor, Review will be approved by the admin user and posted on the site.

Is there any post actions if mentee gives negative review to the mentor? -

> No action needed

We are manually taking start time as well as end time and we have a maximum limit of 1 hour. Now if mentee choose just the 15 minutes slot, is there any difference in payment amount?

Also let say mentee did book a slot of 15 minutes and mentor rejected it and suggested other two slots, would there be any validation that the mentor should only pick 15 minutes slot or any checks?

> Its fix 1 hour slot

IN the calendar view, it mentioned that we have to show slots in hourly manner for days. what if mentee chooses 1:30 - 2:30 slot? We have a strict validation to choose time slot with no minutes and only hours?

> Its fix 1 hour slot

Case: Today is monday, Mentee sent an appointment request to mentor for thursday. Mentor did not respond to his request at all and time has passed. What will be the next steps? Mentee wont be able to cancel the booking since it's now within 24 hours and he won't get refund.

> Mentee receive the full refund

Mentee scheduling a slot. now in time of within 24 hours, mentor suggested a new slot which is not convenient to mentee and mentee wants to reschedule or cancel the booking. Will mentee still be charged since they can not reschedule/cancel the booking within 24 hours?

> We will give the full refund as its no confirmed booking

Searching by questions and notes is heavy because they are raw text and searching with that might give us multiple outputs. I don't think we should give this option.

> We can exclude Question/notes