

Mentor meeting

Meeting Date: September 23, 2020
Start Time: 4.00 PM
End Time: 5.30 PM
Attendance: Dr. Drake, Ujjaval, Ajay, Sai and Himaja
Scribe: Ujjaval

Items Discussed

- Discussed about the past week work progress.
- Make changes in the WBS excel sheet i.e. add progress bar for level-1 tasks, add administrative tasks and Galen Data tasks, make at least 3 Sub-Levels which shows the granularity of the tasks.
- Send email to Mr. Tim Sandberg for the deployment server.
- Email WBS to Dr. Drake for review.

Items for next meeting

- Update on the next weeks tasks.
- Comments and Suggestions on WBS.