**Mentor meeting**

**Meeting Date:** November 11, 2020

**Start Time:** 4.00 PM

**End Time:** 5.30 PM

**Attendance:** Dr. Drake, Ujjaval, Ajay, Sai and Himaja

**Scribe:** Ujjaval

**Items Discussed**

* Discussed on the last week’s tasks
* Discussed on the new requirements i.e. adding freeze panes and filters in the csv file. Come up with the estimate work plan.
* Discussed on the integration testing phase.
* Discussed on the final demo schedule, documentation, deployment, transition etc.
* Prepare user documentation of the application by adding snapshots and single line explaination.
* Shown the demo of category score percentage and adding question links in the assessment.

**Items for next meeting**

* Update on the next week tasks.
* Estimate work plan of the new requirement.