**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.