**Team meeting**

**Meeting Date:** November 2, 2020

**Start Time:** 1.00 PM

**End Time:** 2.00 PM

**Attendance:** Ujjaval, Sai, Ajay and Himaja

**Scribe:** Ujjaval

**Items Discussed**

* Discussed on the progress of the last week’s tasks.
* Discussed on the new requirements suggested by Dr. Drake i.e. adding PDF download option for all user and add functionality to show category percentage in the CSV users data.
* Distribute work of poster presentation among all team members.

**Items for next meeting**

* Updates on the next week’s tasks.
* Updates on the poster presentation tasks.