

Minutes Of Meeting (meeting-1):

Date: 14-12-2021.

Venue: Microsoft Teams

MoM taken by:A.Pavan krishna

Attendees: 1.Abhay chaudhary

2. M.Pavan anudeep

3.Mohammed habeeb

4.A.Pavan krishna

Point Of Discussion:

1.complete the project(1) named password strength classification by 16 th of December

2.The data has already been collected (from Kaggle) and was verified by habeeb(Data Scientist)

3.anudeep (Data Analyst) agreed to execute the code and submit the output by 16 th december.

4.Pavan started making the report and half of it was already completed ,the remaining part of the report which is nearly done

will also be attached and the complete report will be submitted by 16 th December.

5.abhay (Team Lead) was following up with the teammates and was already ready with the instructions for the next step.

Roles And Responsibilities:

1.The team lead gathers information about the project and assigns the suitable roles to the respected person and also does the presentations.

2.Documentation:prepares the project report and also prepares the minutes of meeting

3.Data Scientist:prepares the Dataset,Data cleaning and also does the Data pre-processing,cleaning data and processing data.

4.Data Analyst:Analyse the Data set and predict the solution

Roles and responsibilities	Assigned to	Actions	Deadline
Team lead	Abhay chaudhary	Conducts the Meeting and does all the presentations	16 th December 2021
Documentation	A.Pavan krishna	Collects the minutes of meeting and also prepares project report	16 th December 2021
Data Scientist	Mohammed habeeb	prepare data set,data cleaning,data processing.	Completed the task assigned
Data Analyst	Pavan anudeep	Should Analyse the Data set and predict the solutions	16 th December 2021