CS 418: Introduction to Data Science
Meeting Minutes Template

Use this template to document the issues, action items, and decisions discussed in each meeting.

MEETING #: 1			
Date:	10/07/2020	**Time:**	6:15-6:45
Project Manager:	Tomasz Hulka	**Scribe:**	Frank Errichiello
Participants:	Tomasz Hulka, Frank Errichiello, Ankit Kumar Singh		
Meeting Purpose:	To setup project roles, along with assign tasks.		

GENERAL DISCUSSION
1. Met for the first time virtually, discussed background info on ourselves. 2. Read through the project description and tasks. 3. Read through the project roles. 4. Discussed if we ever needed to meet in person, it would be possible.

ACTION ITEMS	Responsible	Due Date
Tasks 1-4	Tomasz	10/11/2020
Tasks 5-7	Ankit	10/13/2020
Tasks 8-10	Frank	10/14/2020

DECISIONS	Decision Date
We decided to split up the tasks and do code reviews rather than work on them together, due to possible miscommunication or differences in code. We also decided Tomasz would be project manager, Frank would be scribe, and Ankit would be time keeper. We also decided that two meetings we enough and we would meet back on wednesday to go over any possible errors or misinterpretations.	10/07/2020