



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 #: 2			
Date:	10/14/2020	Time:	6:30-7:00
Project Manager:	Tomasz Hulka	Scribe:	Frank Errichiello
Participants:	Tomasz Hulka, Frank Errichiello, Ankit Kumar Singh		
Meeting Purpose:	To go over possible coding errors and discuss the final pieces of project 1.		
GENERAL DISCUSSION			
1. Went over Tomasz's code 2. Went over Ankit's code 3. Went over Frank's code 4. Discussed the final pieces of the project and what we need to turn in on friday. 5. Discussed how to layout our report.			
ACTION ITEMS		Responsible	Due Date
Finish the report.		All	10/16/2020
DECISIONS			Decision Date
We decided on a good template for our report and how we would follow it.			10/16/2020