



## CS 418: Introduction to Data Science Meeting Minutes Template

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

<b>MEETING #:</b>			
<b>Date:</b>		<b>Time:</b>	
<b>Project Manager:</b>		<b>Scribe:</b>	
<b>Participants:</b>			
<b>Meeting Purpose:</b>			
<b>GENERAL DISCUSSION</b>			
<b>ACTION ITEMS</b>		<b>Responsible</b>	<b>Due Date</b>
<b>DECISIONS</b>			<b>Decision Date</b>