



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 #: | | | |
| Date: | | Time: | |
| Project Manager: | | Scribe: | |
| Participants: | | | |
| Meeting Purpose: | | | |
| GENERAL DISCUSSION | | | |
| | | | |
| ACTION ITEMS | | Responsible | Due Date |
| | | | |
| DECISIONS | | | Decision Date |
| | | | |