

# Minutes of Meeting

Meeting - 3.

**Date:** 18-12-21

**Attendees:** 05

**Venue:** MS Teams

**Minutes Taken By:** 10 minutes

Issues	By	Decision and Discussion	Responsible	Deadline
Case Study	MANIKANTA BHUVANESH TARINI GUTTULA POPURI HARSHA VARDHAN	Analysing and discussing on the obtained recommendation of movies	All team Members	
Explaining the Analysing part	ROKKAM ANIRUDH GANGARAPUBALASUBRAMANYAM	Analysing and observation of MovieLens dataset is done	ROKKAM ANIRUDH GANGARAPUBALASUBRA MANYAM	Data Analyst part is done
Work allocation	MANIKANTA BHUVANESH	Collecting the results from data analyst and preparing remaining report	TARINI GUTTULA	18-12-21
Work allocation	MANIKANTA BHUVANESH	Prepare minutes of meetings of all the meetings that are conducted	TARINI GUTTULA	18-12-21
Work allocation	MANIKANTA BHUVANESH	Collecting the results from data analyst and preparing PPT	MANIKANTA BHUVANESH	18-12-21
Work allocation	MANIKANTA BHUVANESH	Collecting required documents from the respective person and submitting the project .	MANIKANTA BHUVANESH	18-12-21