DATE: 13-DECEMBER-2021 **VENUE**: MICROSOFT TEAMS

ATTENDES: MANEESH MADALA MINUTES TAKEN BY: LALITHYA

PATRI LALITHYA MANASA

AKELLAS SIVA SAI ATCHYUT

JATHIN KOLLA

ISSUES	BY	DISCUSSION & DECISION	RESPONSIBLE	DEADLINE
About Roles And Responsibilit ies	Maneesh, Lalithya, Jathin & Atchyut	Each member introduced themselves and about their roles and responsibilities for the project.	Maneesh, Lalithya, Jathin & Atchyut	13-Dec-2021
Project Introduction	Maneesh, Lalithya, Jathin & Atchyut	Introduced our Project Title: Customer Segmentation	Maneesh, Lalithya, Jathin & Atchyut	13-Dec-2021
Discussion Regarding Other 2 meetings	Maneesh, Lalithya, Jathin & Atchyut	Concluded the meeting with action items and next meeting date.	Maneesh, Lalithya, Jathin & Atchyut	13-Dec-2021

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ISSUES	BY	DISCUSSION & DECISION	RESPONSIBLE	DEADLINE
Data Cleaning & Analysis	Data Scientist Data Analyst	Explained the datasets used in the project. Methods related to Data Cleaning & processing were discussed. Explained the process and code flow of Uber data	Jathin & Atchyut	13-Dec-2021
Conclusion	Maneesh, Lalithya, Jathin & Atchyut	Analysis. Concluded the meeting by thanking each other and with action items for next meeting.	Maneesh, Lalithya, Jathin & Atchyut	

DATE: 19-DECEMBER-2021 **VENUE**: MICROSOFT TEAMS

ATTENDES: MANEESH MADALA MINUTES TAKEN BY: LALITHYA

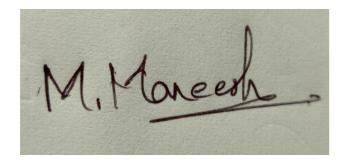
PATRI LALITHYA MANASA

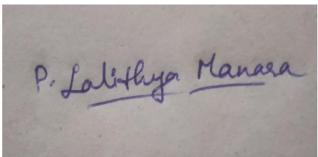
AKELLAS SIVA SAI ATCHYUT

JATHIN KOLLA

ISSUES	BY	DISCUSSION & DECISION	RESPONSIBLE	DEADLINE
PPT and project report	Documentation	PPT and project report related documentation were explained and made the necessary changes as per our discussion.	Lalithya	19-Dec-2021
Scope document and case study	Team Lead	Presented the Scope document and case study to the team and made the necessary changes.	Maneesh	19-Dec-2021
Conclusion	Maneesh, Lalithya, Jathin & Atchyut	Concluded the meeting by thanking each other for successfully completing the project.	Maneesh, Lalithya, Jathin & Atchyut	

Signature of Attendees:





Atchent

Tathin Kolla