

# MINUTES OF MEETING

MEETING-1

**DATE:** 13-DECEMBER-2021

**VENUE:** MICROSOFT TEAMS

**ATTENDEES:** MANEESH MADALA

**MINUTES TAKEN BY:** LALITHYA

PATRI LALITHYA MANASA

AKELLAS SIVA SAI ATCHYUT

JATHIN KOLLA

ISSUES	BY	DISCUSSION & DECISION	RESPONSIBLE	DEADLINE
About Roles And Responsibilities	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

# MINUTES OF MEETING

MEETING-2

**DATE:** 13-DECEMBER-2021

**VENUE:** MICROSOFT TEAMS

**ATTENDEES:** MANEESH MADALA

**MINUTES TAKEN BY:** LALITHYA

PATRI LALITHYA MANASA

AKELLAS SIVA SAI ATCHYUT

JATHIN KOLLA

ISSUES	BY	DISCUSSION & DECISION	RESPONSIBLE	DEADLINE
<b>Data Cleaning &amp; Analysis</b>	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 Analysis.	Jathin & Atchyut	13-Dec-2021
<b>Conclusion</b>	Maneesh, Lalithya, Jathin & Atchyut	Concluded the meeting by thanking each other and with action items for next meeting.	Maneesh, Lalithya, Jathin & Atchyut	

# MINUTES OF MEETING

MEETING-3

**DATE:** 19-DECEMBER-2021

**VENUE:** MICROSOFT TEAMS

**ATTENDEES:** MANEESH MADALA

**MINUTES TAKEN BY:** LALITHYA

PATRI LALITHYA MANASA

AKELLAS SIVA SAI ATCHYUT

JATHIN KOLLA

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

Signature of Attendees:

M. Maneesh

P. Lalithya Manasa

Atchut

Jathin Kolla