

Meeting Minutes

Machine Learning Research Experience

Taking effective notes during research group meetings is an important skill. These notes serve three purposes. First, they set the agenda of the meeting beforehand; this helps make the meeting more effective. Second, they clarify and assign specific tasks to each group member (both before and after the meeting). Third, it serves as a record of the discussion and decisions that were made during the meeting.

Make a copy of this document, fill it out as a group during your meetings (bullet points are fine for this assignment), and submit **one copy of your responses per group** to the appropriate Gradescope assignment. *Make sure you tag all of your group members on your Gradescope submissions.* The due dates for meeting minutes assignments can be found on Canvas, in the Course Schedule as well as (when relevant) on Gradescope.

1. What are the tasks that each group member was assigned before the meeting? When is it due?

[Group Member 1 username and preferred name]:

[Group Member 2 username and preferred name]:

[Group Member 3 username and preferred name]:

[Group Member 4 username and preferred name]:

[If relevant: Group Member 5 username and preferred name]:

[If relevant: Group Member 6 username and preferred name]:

2. What are the items that were discussed during the meeting? What resolutions or decisions were made? Were there any disagreements? How was consensus reached? This should not be a full transcript of your meeting, it should just be a summary of the main discussion items from your meeting.

3. What specific tasks or action items are assigned to each group member to do after the meeting? When is it due?

[Group Member 1 username and preferred name]:

[Group Member 2 username and preferred name]:

[Group Member 3 username and preferred name]:

[Group Member 4 username and preferred name]:

[If relevant: Group Member 5 username and preferred name]:

[If relevant: Group Member 6 username and preferred name]: