



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:	10/07/2020	Time:	2:00pm- 2:21pm
Project Manager:	Aakash Kotak	Scribe:	Nancy Tacuri Malo
Participants:	Daisy Sandoval, Aakash Kotak, Nancy Tacuri Malo		
Meeting Purpose:	We ended deciding our team roles, and what we are doing in the next meeting.		
GENERAL DISCUSSION			
<p>In the meeting, we discussed about our team roles; Aakash is the project manager, Nancy is the scribe, and Daisy is the timekeeper.</p> <p>We also discussed about doing all project together on a discord call for the next meeting.</p>			
ACTION ITEMS		Responsible	Due Date
Aakash: working to set up the project. Daisy: working to set up the project. Nancy: working to set up the project.		Aakash: contribute to finding some source for the project. Daisy: send reminders for the next meeting. Nancy: summarize what we did at this first meeting.	10/12/2020
DECISIONS			Decision Date
We decided to do the project all together.			10/07/2020



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MEETING #:			
Date:	10/12/2020	Time:	4:00pm - 8:15pm
Project Manager:	Aakash Kotak	Scribe:	Nancy Tacuri Malo
Participants:	Daisy Sandoval, Aakash Kotak, Nancy Tacuri Malo		
Meeting Purpose:	We started working on the project.		
GENERAL DISCUSSION			
<p>In the meeting, we started working on question 1 through question 5 of our project. We discussed about question 2, we also asked on piazza because we had a hard time trying to figure out it.</p> <p>We also discussed how to answer the description questions, we went through some slides to answer them.</p>			
ACTION ITEMS		Responsible	Due Date
Aakash: contribute to answering question 3 and 4. Daisy: contribute to finding a way to make upper case the first word for task 2. Nancy: contribute to finish question 5.		Aakash: schedule a date for the next meeting. Daisy: send a reminder for the next meeting and monitoring the time. Nancy: work on the meeting minutes and summarize what we did at the last meeting.	10/13/2020
DECISIONS			Decision Date
We are going to meet on Tuesday, October 10 to finish the rest of the questions. We also decided to work independently to see if we got a new question to save time at the next meeting.			10/12/2020



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MEETING #:			
Date:	10/13/2020	Time:	6:15pm - 10:00pm
Project Manager:	Aakash Kotak	Scribe:	Nancy Tacuri Malo
Participants:	Daisy Sandoval, Aakash Kotak, Nancy Tacuri Malo		
Meeting Purpose:	Working on the project.		
GENERAL DISCUSSION			
<p>In the meeting, we discussed question 6 to question 9. We also discussed what we expected from our pdf report, and reviewed all questions so as not miss any detail. Also, we discussed about question 10 because we are not able to install the packages.</p>			
ACTION ITEMS		Responsible	Due Date
Aakash: contribute to do question 10 and the report. Daisy: contribute how to put all boxplots together on question 8. Nancy: contribute to do question 8 and 10.		Aakash: schedule a date for the next meeting. Daisy: send a reminder for the next meeting and monitoring the time. Nancy: work on the meeting minutes and summarize what we did at the last meeting.	10/14/2020
DECISIONS			Decision Date
We are going to meet on Wednesday, October 14 to finish question 10 and the report.			10/13/2020



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MEETING #:			
Date:	10/14/2020	Time:	2:00pm - 3:30pm
Project Manager:	Aakash Kotak	Scribe:	Nancy Tacuri Malo
Participants:	Daisy Sandoval, Aakash Kotak, Nancy Tacuri Malo		
Meeting Purpose:	We finished the project.		
GENERAL DISCUSSION			
In the meeting, we discussed question 10. Aakash helped to the rest of the members to install all the packages in order to work question 10. Also, we discussed about the report and details for our project.			
ACTION ITEMS		Responsible	Due Date
Aakash: working on pdf report. Daisy: working on deatils. Nancy: working on meeting minutes.		Aakash: submit the project to blackboard. Nancy: send the meeting minutes to the project manager.	10/14/2020
DECISIONS			Decision Date
We dicided to submit our project.			10/14/2020