

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: | | Time: | |
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| Project Manager: | | Scribe: | |
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| Participants: | | | |
| Meeting Purpose: | | | |
| GENERAL DISCUSS | ION | | |
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| ACTION ITEMS | | Responsible | Due Date |
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| DECISIONS | | | Decision Date |
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