



## CS 418: Introduction to Data Science Meeting Minutes Template

Use this template to document the issues, action items, and decisions discussed in each meeting.

<b>MEETING #:</b>			
<b>Date:</b>	10/06/2020	<b>Time:</b>	10 min
<b>Project Manager:</b>	Saurabh Sangwan	<b>Scribe:</b>	Keshvi Srivastava
<b>Participants:</b>	Saurabh Sangwan, Keshvi Srivastava, Rakshita Jayaram		
<b>Meeting Purpose:</b>	Identifying roles and allotting tasks		
<b>GENERAL DISCUSSION</b>			
<ul style="list-style-type: none"><li>- Project Manager : Saurabh Sangwan</li><li>- Scribe : Keshvi Srivastava</li><li>- Timekeeper : Rakshita Jayaram</li><li>- Split the project tasks into groups</li><li>- 1-4 → Saurabh</li><li>- 5-7 → Keshvi</li><li>- 8-10 → Rakshita</li><li>- Set up a common git link : <a href="https://github.com/saurabhsangwan/US-Election-Data-Exploration">https://github.com/saurabhsangwan/US-Election-Data-Exploration</a></li><li>- Set up google doc for project report : <a href="https://docs.google.com/document/d/1qIK75QrorR2sdbJcpWQMlcFB_xQY3MHNJMg52-3zFew/edit?usp=sharing">https://docs.google.com/document/d/1qIK75QrorR2sdbJcpWQMlcFB_xQY3MHNJMg52-3zFew/edit?usp=sharing</a></li></ul>			
<b>ACTION ITEMS</b>		<b>Responsible</b>	<b>Due Date</b>
<ul style="list-style-type: none"><li>- Complete task 1-4 by EOD</li><li>- Reconvene to discuss the work so far and continue from there</li></ul>		Saurabh	10/07/2020
<b>DECISIONS</b>			<b>Decision Date</b>
Division of roles Premilinary division of task			10/06/2020