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:	10/06/2020	**Time:**	10 min
Project Manager:	Saurabh Sangwan	**Scribe:**	Keshvi Srivastava
Participants:	Saurabh Sangwan, Keshvi Srivastava, Rakshitha Jayarame Gowda		
Meeting Purpose:	Identifying roles and alloting tasks		

GENERAL DISCUSSION
- Project Manager : Saurabh Sangwan - Scribe : Keshvi Srivastava - Timekeeper : Rakshitha Jayarame Gowda - Split the project tasks into groups - 1-4 —> Saurabh - 5-7 —> Keshvi - 8-10 —> Rakshita - Set up a common git link : https://github.com/saurabhsangwan/US-Election-Data-Exploration - Set up google doc for project report : https://docs.google.com/document/d/1qIK75QrorR2sdbJcpWQMlcFB_xQY3MHNJMg52-3zFew/edit?usp=sharing

ACTION ITEMS	Responsible	Due Date
- Complete task 1-4 by EOD - Reconvene to discuss the work so far and continue from there	Saurabh	10/07/2020

DECISIONS	Decision Date
Division of roles Premilinary division of task	10/06/2020