

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

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

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| **MEETING #:** | Meeting 1 – Final Project | |  |
| **Date:** | 10/28/2020 | **Time:** | 7pm |
| **Project Manager:** | Jasmine S. Gutierrez | **Scribe:** | Stephen Lambert |
| **Participants:** | William Ocampo, Jasmin S. Gutierrez, Stephen Lambert | |  |
| **Meeting Purpose:** | Discuss final project proposal, assign roles and action items, and start the proposal document. | |  |
| **GENERAL DISCUSS** | **ION** | |  |
|  | During this meeting we discussed our ideas for the final project and decided that we would explore video games for the proposal. We also discussed everyone’s role for the project. We decided that Jasmine would be the project manager, William would be the timekeeper, and Stephen would be the scribe. | |  |
| **ACTION ITEMS** |  | **Responsible** | **Due Date** |
|  | Contribute to the final project proposal document. | All of the team | 11/3/2020 |
| **DECISIONS** |  | | **Decision Date** |
| We decided to add an additional dataset to our final project proposal. | | | 11/04/2020 |