

**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 2 – Final Project | |  |
| **Date:** | 11/15/2020 | **Time:** | 6pm |
| **Project Manager:** | Jasmine S. Gutierrez | **Scribe:** | Stephen Lambert |
| **Participants:** | William Ocampo, Jasmin S. Gutierrez, Stephen Lambert | |  |
| **Meeting Purpose:** | Discuss everyone roles for the final project and assign everyone’s workload. | |  |
| **GENERAL DISCUSS** | **ION** | |  |
|  | During this meeting we discussed everyone’s workload with classes and work for the week, we also agreed that Jasmine as the project manager would start setting up the project by completing problems 1-3 and starting the report. William also assisted Jasmine with the beginning problems of the project and the report. Stephen would be responsible for completing meeting minutes, assisting with the report, and would work on problem 4. | |  |
| **ACTION ITEMS** |  | **Responsible** | **Due Date** |
|  | Start prepping project  Start final report | Jasmine, William  All of the team | 11/22/2020 |
| **DECISIONS** |  | | **Decision Date** |
| We decided that William would assist with prepping data and the report. | | | 11/19/2020 |