

**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 3 – Final Project | |  |
| **Date:** | 11/22/2020 | **Time:** | 8pm |
| **Project Manager:** | Jasmine S. Gutierrez | **Scribe:** | Stephen Lambert |
| **Participants:** | William Ocampo, Jasmin S. Gutierrez, Stephen Lambert | |  |
| **Meeting Purpose:** | Discuss the problems that we have completed for the project and what remaining work for everyone. | |  |
| **GENERAL DISCUSS** | **ION** | |  |
|  | During this meeting we discussed the completed problems and the report for the final project. Jasmine and William were able to complete problems 1-3 and add their results to the report, this was important to help with data exploration in problems 4 and 5. Stephen would be responsible for completing problems 4 and entering results into the report. Jasmine would be responsible for completing problems 5 and adding the results to the report. William would be responsible for giving suggestions to the report and any other problems for the final. | |  |
| **ACTION ITEMS** |  | **Responsible** | **Due Date** |
|  | Complete problems 1-3  Complete problems 4  Complete problems 5  Complete report and assist team | Jasmine, William  Stephen  Jasmine  All of the team | 11/29/2020 |
| **DECISIONS** |  | | **Decision Date** |
| We decided to add additional columns (seasons and season number) into the dataset, and to continue to work together and fill out the final report together. | | | 11/24/2020 |