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 #: 1			
Date:	02/27/2021	**Time:**	04:00 PM
Project Manager:	Gnanamanickam Arumugaperumal	**Scribe:**	Lakshmanan Meiyappan
Participants:	Gnanamanickam Arumugaperumal, Lakshmanan Meiyappan, Sriman Cherukuru		
Meeting Purpose:	Project Planning and Responsibility Allocation		

GENERAL DISCUSSION
- Discussed and Decided on Roles and Responsibilities for the team members. - Created a private GitHub repository to collaborate, and a discussion channel to communicate. - Discussed various approaches to clean the observations. Discussed whether to remove the columns or replace the values for missing values. - Broke down the project into small modules and each member took responsibility for each tasks. - Tried different data cleaning and preparation methods and techniques, while merging two datasets (demographic and election)

ACTION ITEMS	Responsible	Due Date
Data Preparation and Cleaning	Sriman	03/01/2021
Data Exploration and Visualization	Lakshmanan Meiyappan	03/03/2021
Data Interpretation and Report preparation	Gnanamanickam	03/05/2021

DECISIONS	Decision Date
- Assign roles and responsibilities for Project 1	02/27/2021
- Create GitHub repository to work collaboratively.	02/27/2021
- Drop the 'Citizen Voting-Age population' column as it has more missing values.	02/28/2021
- Drop the 5 observations which had missing values related to vote count. As without that information, it becomes irrelevant data.	02/28/2021