**Meeting Notes**

Team: Mountain Tiger  
Date: 12/3/21  
Time: 12:30pm  
Location: Virtual

Attendees: Chris O’Neil, Tucker Paron, Katey Forsyth, Nolan Jimmo

Manager: Katey Forsyth  
Scribe: Nolan Jimmo

## Minutes

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**Agenda Item**: Final Project GANTT chart revision

**Notes**:

As a group, we went through the project spec. and broke down specifically which parts of the cleaning, coding, analysis, report and slides each person ideally wants to tackle. Each person also asked clarifying questions about what sort of analysis we wanted to get done, and how that would fit with each other's analysis.

**Conclusion(s)**:

We have the roles well distributed, as well as a good plan for “cover” should someone in a certain role need additional help.

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**Agenda Item**: Going over details of how the data will be cleaned

**Notes**:

As the first step of the project, the data cleaning and merging is the foundation of what everyone else will be working off, so we talked about specifically how the dataframe(s) will be set up so that everyone has a good working knowledge of logistically how to code up their analysis pieces.

**Conclusion(s)**:

Chris will be doing the data cleaning and merging, with the specific deadline of this Sunday so that we can get to work on analysis by Monday.

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**Agenda Item**: Setting up future meetings

**Notes**:

We talked through the remaining timeline before the submission deadlines and presentation, and came up with meeting times that we felt will keep us on track for meeting those deadlines. We have 2 more team meetings planned, one in-person, and then additional Teams text-chat check-ins between those meetings.

**Conclusion(s)**:

We will be meeting once this coming Wednesday (12/8) to hopefully have everyone done with their analysis sections and begin to work out the written report as well as presentation slides. We will then meet in-person during finals week to gather all of our submission materials as well as practice our presentation together.