

MINUTES OF MEETING:**MEETING-1****Date:** 13-12-2021**Venue:** MS Teams**Attendees:** K.Shiva Kalyan Kumar**Minutes Taken By:** P.Bindu

P.Bindu Madhavi

G.Bharath Sai

Issues	By	Discussions & Decisions	Responsible	Deadline
Roles and work assigned	K.Shiva Kalyan Kumar	Everyone accepted their roles and agreed to do their work.	Team Members	-----
DATA ANALYST	K.Shiva Kalyan Kumar	Analysis of data.	K.Shiva Kalyan Kumar	15-12-2021
DOCUMENTATION	K.Shiva Kalyan Kumar	Prepare Minutes of meetings for every meeting.	P.Bindu Madhavi	15-12-2021
DATA SCIENTIST	G.Bharath Sai	Acquire and clean the Dataset.	G.Bharath Sai	15-12-2021

NEXT MEETING: 17/12/2021Signatures of Attendees: *K.Shiva Kalyan kumar**P.Bindu Madhavi**G.Bharath Sai*