

## **Sponsor Meeting 2**

Date & Time: 23 Jan 15:30pm - 16:15pm

Venue: Library Meeting Room 3-2

Attendees: Library research team (Sponsor): Mr.Aaron Tay, Ms.Nursyeha Binte YAHAYA  
Team Member: Ren Mengxi, Wang Sijia, Wang Tianjing

Absentees: Null

Agenda: 1. Clarify doubt  
2. Get the main gantry entrance data for the first six months of 2016  
3. Tianjing needs to sign NDA.

Details:

1. Regarding to the additional(personal) information: Sponsor does not have gender, address, age information about the students. (There is address data for staff but not for students). Age data would not be very useful as most students are around the similar age. They have already given us all they have. They have the data about whether the student is a dean lister or not, but based on their own analysis, it has very little relation with other information.
2. Our proposed rule to define alumni is okay.
3. For group detection analysis, it is highly possible that the group is not entering the library together and leaving the library together as well. Sponsor does not have other ideas about what could be used. (Their previous data does not even has the name).They leave us to tryout the 6 months' data first.
4. They could give us the linkage bridge data and it is for 24 hours.
5. The main gantry data for February is updated.
6. The sponsor is going to provide us ALAM loan data to see if the user borrowed books in library during their visit. The data set includes hashed email(to be matched with the entrance data), time, loan type(mostly course reserve book, but most of the time they do not borrow books).
7. All of our work will be on the first six months in 2016.
8. They are going to provide us the data of post-graduate lounge. We could analyze to see whether he will come to the lounge if the graduate comes to the library. Sponsors are interested to know how the occupancy of library affects the user behaviour. (someone always stay in lounge but sometimes because it's full so he stay outside). Sponsors mentioned that we are free to decide whether we want to bin the data by hour or 30 mins.
9. We are interested to know the data about project rooms, quiet area in level 5 and learning lab but our sponsor needs to request for the data, so we do not look into that first.

10. Wifi-connection occupancy data can be converted to percentage(out of the max capacity). This data is from Livelab. Each session got percentage or totally
11. We are using our own laptop for project, since the dataset is not very huge.
12. We will do a 15-minutes final presentation to the library team.
13. Currently we are focusing on doing exploratory analysis and will update to our sponsor if we see any new patterns.
14. They have passed us the data about the number of wifi-connection in different areas.
15. They would like to provide us with some data for exit gantry to explore.

**Ongoing data:**

- Graduate lounge data
- Link bridge entrance data
- Alam loan
- Max capacity in different areas
- Sample exit data

Action Plan:

Item	Person in charge	Deadline
Tidy up meeting minutes and update wiki	Tianjing	Jan 29
Communicate with sponsor to get the ongoing data as soon as possible	Sijia	Feb 01
Continue data exploratory	Mengxi + Sijia	Feb 01
Figure out how could the newly provided data be helpful for our project	All	Feb 01