

## Sponsor Meeting 6

Date:	28 Feb 2017
Time:	3pm – 4pm
Venue:	SMU Library Librarian's Office, Meeting Room
Attendees:	Tan Jun Rong Lim Yu Xiang Bendexter Wang Jing Xuan Aaron Tay (LKS Library Liaison) Nursyeha Binte Yahaya (Librarian) Salihin Mohd Ali (Digital Initiatives Manager) Ler Wee Hiong (Librarian) Don Danping (Research Data Librarian)
Absentees:	
Agenda:	Interim Presentation

### **Background about this meeting**

This meeting was scheduled on 28 Feb 2017, 3pm where the agenda of the meeting was to share what we have delivered for our interim report and presentation. We have sent the project sponsors our interim presentation slides ahead of this meeting for them to take a look and have asked them to feel free to raise any query before the presentation so that we may have sufficient time to look into it if necessary.

There were no queries ahead of time thus the presentation proceeded smoothly.

No.	Details	Action By	Due Date
1	<p><b><u>Presentation to the Project Sponsors</u></b></p> <ul style="list-style-type: none"> <li>- Bendexter presented the introduction, project scope and interesting EDAs we have picked up through studying the dataset</li> <li>- Jun Rong presented the Text analysis for 2 of the more prominent databases, Euromonitor and Lawnet</li> </ul>	Bendexter & Jun Rong	-
2	<p><b><u>Feedback on the Presentation</u></b></p> <ul style="list-style-type: none"> <li>- We were asked to reword some of the description of the analysis</li> <li>- Project Sponsors wanted a single platform where they can simply 'plug and play' from the dataset they would collect in the future</li> <li>- Project Sponsors requested for some databases to be looked into, which would help their analysis</li> <li>- Project Sponsors were generally happy with the visualizations and felt that they could see what they always believed in for real on the analyzed findings. Eg.</li> </ul>	Project Sponsors	-

	It was always believed that search patterns relate very much to the dates of the academic semesters and after we presented to them the number of searches throughout the year, they could see that their beliefs were validated for sure		
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The meeting was adjourned at 4pm after a tabulation of meeting minutes between Jun Rong and Bendexter These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Work on the raised topics by project sponsors

Prepared by:  
Tan Jun Rong

Vetted and acknowledged by:  
Bendexter Lim