**Mentor Meeting 3**

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| Date: | 2 March 2018 |
| Time: | 11am – 12pm |
| Venue: | SIS Meeting Room 5.1 |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay  Professor Kam Tin Seong  Professor. Meenakshi |
| Absentees: |  |
| Agenda: | Presentation of Interim Presentation Content |

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| No. | Details | Action By | Due Date |
| 1 | Interim Presentation | All | - |
| 2 | Interim Presentation Feedback   * We did not finish using the 30 minutes. Poor usage of time. * Sufficiency measure is not well defined. The terminology needs to be changed to ‘overdue\_period’. * Need metadata for clean dataset, document the final clean dataset, data types it represents, and how it is derived from original data. * Presentation of analysis   + Needs to be more organised   + Needs to be more detailed   + If median is 2.21 and mean is 2.8, this means that there is a slight skew.   + If data is highly skewed, then means test is not a good test to use. Should be using a nonparametric test instead.   + Those who did not overdue are not important. Cut the data into overdue or not.   + If show hours borrowed, next slide can show hours borrowed by patron group, who are the borrowers?   + Helpful to know the current membership of the library.   + For break week, do not present as bar chart. Present the data in a boxplot instead.   + Use graph builder to build the boxplot graphs. The statistical tests’ boxplot is too close and small and cannot be seen properly.   + Naming of slides; if measuring hours borrowed just say hours borrowed and not overdue in slides.   + Include null and alternative hypotheses when presenting statistical reports   + ANOVA has 2 stages: rejecting null hypothesis and comparing the pairs using t-test. * There is a lot of observations but need more managerial recommendations. * If there’s no one borrowing, then why set as course reserve? | All | - |

Meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Shift from explanatory to confirmatory analysis.

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

John Koh Wei De