



SPONSOR MEETING 1

Date	13 January 2017
Start Time	7:00pm
End Time	8:30pm
Venue	School of Economics Group Study Room 3-7
Attendees	Wei Xiaoxin Wu Di Zheng Xiye
Absentees	Nil
Agenda	<ol style="list-style-type: none"> 1. Summarizing Prof Kam's briefing notes 2. Exploring project methodology 3. Discussing proposal and task allocation

AGENDA

No.	Task	Follow-up
1	<p>Discussing project scope</p> <p>We firstly go through the prof Kam's briefing notes:</p> <ul style="list-style-type: none"> ✓ Consulting skills: reflected in the proposal write-up ✓ Literature search: understand business domain, read books/articles online to gain domain knowledge and list down the links in reference ✓ Professionalism: 1)prepare slides for all the sponsor meetings with professional charts and clear explanation; email slides to sponsor in advance 2) prepare questions for sponsor and supervisor meeting ✓ Minutes: 1) internal meetings, sponsor meetings and supervisor meetings all need to be documented 2) take down start time and end time for meetings 3)minutes need to dig into details 4)take down suggestions from supervisor and sponsor, who is going to follow-up, when will they get back to us 5) internal meetings need to document how teammates reach consensus, the discussions and brainstorming 	Nil

	<p>phases</p> <ul style="list-style-type: none"> ✓ Maintain project log book, which should contain detailed analysis steps and should help keep track of activities to be done, have been done, time frame and resource allocation. It serves as a tool for us to learn from the mistakes. ✓ Methodology: 1) document the procedure for literature search 2) incrementally add methodology adopted on wiki page ✓ Wiki page: link wiki page to current project page ✓ Motivation: what motivates team to work on the project, what you could learn from the project , not overview of the project/sponsor ✓ Scope of work: include all the tasks listed in Gantt chart, comprehensive ✓ Gantt chart: 1) need to acknowledge time wastes and how to make it up in the following phases 	
2	<p>Exploring project methodology</p> <p>With the project objective, rescheduling Li Ka Shing Library opening hours in mind, we explore on the methodology we could adopt:</p> <ul style="list-style-type: none"> ✓ Traffic flow: As our sponsor would be able to provide us with the device tracking data, we could analyse the student traffic during the library opening periods in the morning. For example, 10 minutes before the library open/after library open in 10mins, we could analyse whether there is a large flow from other faculty buildings to Li Ka Shing Library. We debate upon whether we could monitor the device movement from one faculty building to the other, as if we could identify the device location based on wifi connection, we should be able to trace the device movement. However, we agree that this depends on the data set provided by the sponsor. ✓ Time periods: Flows to Li Ka Shing Library in the morning varies a lot depending on the time periods. In general, library is almost empty in the morning in the first few weeks of the semester. However, long queue is formed outside the library in the morning during mid-term and final-exam period, as well as study weeks. Also, time for students coming to library in the morning on weekends differs a lot from that in weekdays. Hence, we think it would be meaningful to analyse the learning spaces usage in library through different time periods. 	<p>Further discuss on project scope as to:</p> <ol style="list-style-type: none"> 1. How are we going to link different pieces of data together for analytical purposes? 2. What model are we aiming to build? More generally, the final output should be description, prescriptive or predictive in nature?
3	<p>Discussing proposal and task allocation</p> <ul style="list-style-type: none"> ✓ We discuss on the proposal content based on the criteria mentioned by Prof Kam. We then assign the content write-up among team. ✓ We discuss on the task allocation and timeline 	<p>Individual part due on 10am, 15th January. Finalize the proposal and wiki page by 10pm, 15th January.</p>

The meeting was adjourned at 8:30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Prepared by,

Wei Xiaoxin

Vetted by,

Zheng Xiye, Wu Di