Sponsor Meeting 1

Date & Time: 10 Jan 15:30pm - 17:00pm

Venue: Library Research Consultation Room 3013

Attendees: Library research team (Sponsor): Mr.Aaron Tay, Ren Mengxi, Wang Sijia

Absentees: Wang Tianjing (sick)

Agenda: 1. Clarify doubts and confirm project
       2. Get data

Details:

    Data:
1. Now library offers the data for main gantry(4) - in for Jan and Feb 2016 (Student users). By this Friday, they are giving us the data for the first six months and they will try to give us all the data by next week. (Around 20MB/month)
2. For other data(main-gate out, linkbridge, etc) data, let the library know what we need.
3. Library occupancy data based on wifi connection(divided into areas in library, but not for specific device). The average number of devices per person is around 1.4.
4. Email is hashed
5. Fuzzy matched card reader data with student database data

    Questions:
1. Clustering different type of user and maybe how long do they stay in library?
2. Together with the occupancy rate data, analyzing hogging problem if possible
3. Analyze the group of people that always stay together (group detection)
4. The library team has just started look into this data.

    Deliverable:
1. Library may require a short presentation.
2. Sponsor would like something that could for them to use for future, something like a system etc.

    Problems:
1. Have limited amount of data.
2. Currently only have the data for main-gantry-in, and if the user left the library from the learning commons, we would never get the out data.
3. Matching process may got problem like matching with the earlier record of alumni which gives wrong graduation year, or the same log may be matched twice that gives

duplicate entry record (double entry of same person within 5min may consider as one)

4. Some data cleaning is needed. (Some double entry, etc, ; IS master may lack some details)

Action Plan:

Item	Person in charge	Deadline
Update Wiki based on information provided by sponsor	Tianjing	Jan.13
Prepare proposal	Sijia + Mengxi	Jan.13
Consult Prof.Kam about the project and reply to sponsor	All	Jan.13
Confirm on weekly update time with sponsor	All	Jan.13
Get NDA done (provided by Prof and by sponsor)	All	Jan.20