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| Meeting with: | SMU Library | No: | 1 |
| Date and Time: | 12/1/18, 1500H | Venue: | LKS Library |
| Present: | Aaron, Louis, Damien | Absent: | Lewis |
| Agenda: | Project Introduction |  |  |

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| Topic | Details | Follow up | Completed |
| Current Situation | SMU Library has databases who provides e-books to students and staff (collectively known as “users”) for reference and work purposes. At the moment, a particular database (“JSOR”) is under the patron driven acquisition (PDA) which allows SMU library to list unpurchased books as “available” to users.  How PDA works:  When e-book is access by users, a log data is created and stored which upon meeting some business rules (“trigger point”) such as number of downloads, pages viewed etc, an automatic purchase of the e-books on the merchant side.  Looking at the current data, Aaron has noted that some e-book purchases were trigger by a single unique user due to repeated access. As such, it diminished the effective of the library funds allocation to PDA as the book is not widely used across SMU. | NA |  |
| Understanding the data | Data format is the either txt or JSON format.  Data contains an easy proxy log, user ID, timestamp, GET request, query, referral page. Other parts of the data mentioned were trivial and were told to ignored or clarify later if necessary.  Easy proxy log shows the access point to database through the library website.  User ID is the email address for users (will be hashed for privacy concerns).  Timestamp: Time and date at the point of access  GET request contains information on the user browsing patterns. However, extensive data mining skill will have to be utilized to understand each specific request.  Query shows the search request by users  Referral page shows the page access before the current page. | To meet up with Prof on how to perform data mining particularly on GET request |  |
| Discussion on objectives | 1) To analysis the behaviour patterns of users when browsing the database  2) To identify how effective the trigger points are and draw parallels to how efficiently the funds of the library are being utilized  3) To help identify optimal trigger point which will allow the library to maximise its funds allocation to Patron Driven Acquisition | To reaffirm objectives and confirm acceptance with Aaron with an email follow up | 12/1/18, 1700H |