**Sponsor Meeting 2**

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| Date: | 16 Jan 2018 |
| Time: | 4pm – 5pm |
| Venue: | SMU Libraries Project Room 3-2 |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay  Aaron Tay (SMU Libraries liaison)  Yuyun Wirawati Ishak (SMU Libraries liaison)  Xia Wei (SMU Libraries liaison) |
| Absentees: |  |
| Agenda: | Meeting with SMU Libraries for Practicum Project |

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| No. | Details | Action By | Due Date |
| 1 | Project brief   * Scope is set to the course reserves available only in Li Ka Shing Library * Ultimate objective is for us to find insights that could help them review their collection policy. If the findings support, they may change all to 3 days loan for example. * Expected project deliverables * Meet once every 2-3 weeks for updates | Yuyun Wirawati Ishak | - |
| 2 | Clarifications on expected project deliverables   * Usage analysis of print course reserves   + How many unique users?   + Pattern of usage for the different copies of each book title.   + Rule of thumb: one class one copy for the book title   + All course reserve books are linked to at least one course. * Usage comparison between 3-hour loan and print 3-day loan   + Books available for 3-hour loan could possibly be available for 3-day loan also. * Usage analysis of e-course reserves (optional)   + The number of students in the course should be the same as the number of unique downloads. | All | - |

Meeting was adjourned at 5pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Signing of NDA
2. Obtaining of datasets to start working on
3. Collecting of sample datasets to display on wiki

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

John Koh Wei De