**Internal Meeting 2**

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| Date: | 22 Jan 2018 |
| Time: | 11am – 3.30pm |
| Venue: | SMU SIS GSR |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay |
| Absentees: |  |
| Agenda: | Discussion on datasets given by sponsor and potential needed findings |

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| No. | Details | Action By | Due Date |
| 1 | Dataset  Printed course reserve data   * Data cleaning   + Missing values   + Standardization   + Reformat and recode   + Outliers * Additional columns required   + Hours borrowed   + Sufficiency measure * Additional columns required   Proxy Log   * Reading of URL to determine the database and course reserve searched | All | - |
| 2 | Potential needed findings   * Cumulative distribution function graphs | Rachel | - |
| 3 | Research on current library loan policies | John |  |
| 4 | Data needed from the library   * Return timestamp of the loans * Course size for each module * Materials’ information | All | 27/01/2018 |

Meeting was adjourned at 1pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Confirmation of project objectives
2. Data exploration

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

John Koh Wei De