**Internal Meeting 2**

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| Date:  | 22 Jan 2018 |
| Time:  | 11am – 3.30pm  |
| Venue:  | SMU SIS GSR  |
| Attendees:  | Joanne Ong Shi YingJohn 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 | DatasetPrinted 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