**Internal Meeting 9**

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| Date:  | 16 March 2018 |
| Time:  | 1.30pm – 10pm  |
| Venue:  | SMU SOB GSR  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay  |
| Absentees:  |  |
| Agenda:  | Analysis  |

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| No. | Details | Action By | Due Date |
| 1 | * Added calculated fields
	+ Time elapsed between transactions
	+ Back to back transaction and different users (binary)
	+ Number of times it is fully checked out (concurrent checkouts)
* Updated the number of copies to the maximum number of concurrent checkouts
* Went through the list of course codes to take note if the book title is tied to a core module.
* And the course area that is attached to it
* Analysed the distribution of overdue period.
* Analysed the frequency of overdue transactions.
* Pasted progress on google document.
 | All | - |

Meeting was adjourned at 10pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Move on to analysing the users who perform succession borrowing.

Prepared by,

Rachel Tay

Vetted and edited by,

John Koh Wei De