**Internal Meeting 9**

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| Date: | 16 March 2018 |
| Time: | 1.30pm – 10pm |
| Venue: | SMU SOB GSR |
| Attendees: | Joanne Ong Shi Ying  John 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