**Sponsor Meeting 3**

Date & Time: 16 Feb 11:00am - 12:00pm

Venue: Library Meeting Room 3-2

Attendees:
      Library research team (Sponsor): Mr.Aaron Tay, Ms. Nursyeha Binte YAHAYA,
           Ms. Dong Danping, Ms. Devika Sangaram
      Team Member: Ren Mengxi, Wang Sijia, Wang Tianjing

Absentees: Null

Agenda:
1. Present our findings to library team
2. Gather feedback for current process and suggestions on next step

Details:
1. Comments on presentation:
   a. The missing value with no schools etc are mainly contractors
   b. Address the missing data in week 10
   c. Use different colors for different groups; use school color to differentiate different schools
   d. For average days of usage, use median instead of mean
   e. Shorten group name for better visual purpose (eg. 'UG' for undergraduate students)
   f. For visit level data, our sponsor prefers to see distribution by hourly or quarterly instead of by part of the day, in order to analyze their class break, meal break, etc.
   g. Sometimes absolute number may be useful to give a general idea
   h. More detailed analysis can be done for alumni group, about their majors and user group.
   i. Unlike undergraduates whose usage pattern differs from schools, master students should based on their programs instead of schools.
2. Future Plan:
   a. Look more into the new findings which are unexpected and have special patterns. Eg. for SOE, what kind of students contribute to the high no. of visits per day when there is low portion? Are they more freshmen?

b. Sponsor is keen on understanding learning commons usage. Who are the frequent users? Which school are they from, which user group are they in, which program come after midnight and early in the morning most frequently? Are masters stay overnight the most? Are SOL still uses more during midnight? They expect these insights can be gained through our application by uploading the link bridge data.
c. Based on linkbridge data, help with decision making to see whether library should open postgraduate lounge 24*7.
d. The library is extremely interested in data during the public holiday which may give the insights on who are the visitors during the Chinese New Year and Hari Raya, are they more exchange student or masters?
e. There are many projects under the library currently, so there will be a showcase (e.g. poster) by the end of semester.

Action Plan:

| Item | Person in charge | Deadline |
| --- | --- | --- |
| Confirm with sponsor whether all findings can be on wiki | Sijia | Feb.17 |
| Update midterm project finding on wiki | Tianjing | Feb.19 |
| Start on developing application | Mengxi | Feb.21 |