

Sponsor Meeting 7

Date:	18 Apr 2017
Time:	3pm – 3.30pm
Venue:	SMU Library Librarian's Office, Meeting Room
Attendees:	Tan Jun Rong Aaron Tay (LKS Library Liaison)
Absentees:	
Agenda:	Feedback on report

No.	Details	Action By	Due Date
1	<u>Feedback on the draft report</u> <ul style="list-style-type: none">- Rephrase of certain sentences in the introduction, to better portray SMU libraries' image- Removal of Alumni analyses as there are loopholes in the dataset	Jun Rong	-

The meeting was adjourned at 3.30pm after a tabulation of meeting minutes between Jun Rong. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Agenda for next meeting

1. Work on the raised feedback by project sponsor

Prepared by:
Tan Jun Rong

Vetted and acknowledged by:
Bendexter Lim