**Internal Meeting 5**

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| Date:  | 19 Feb 2018 |
| Time:  | 10am – 3pm  |
| Venue:  | SMU SIS GSR  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay  |
| Absentees:  |  |
| Agenda:  | Data exploration and interim submission preparation |

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| No. | Details | Action By | Due Date |
| 1 | Useful notes for further data exploration* Average amount of time spent per user for a particular title, void the heavy users.
* Titles that receive no circulation.
* The items on reserve were only justified to be on reserve if their recorded circulation exceeded the maximum number of times they could circulate if they retained their normal loan period.
* Checkouts per student; students who did not use and students who used it only once.
* Look into courses underlying to find patterns about the course usage.
* A poor choice of loan period will result not only in dissatisfaction on the part of the library’s patrons, but also in increased costs for the library such as those resulting from increased record keeping.
* Bruce noted that reducing the circulation period can result in a patron having to check out a book several times where he might check it out only once if the loan period were longer. A shorter loan period result in a larger number of circulations.
* Comparing the same titles between different loan periods.
 | All | - |
| 2 | Interim Preparation* Slides preparation
	+ Project Overview
	+ Data Cleaning
	+ Data Exploratory Findings
 | All | - |
| 3 | Future plans* Redefine project scope to printed course reserves only
* Making use of cluster analysis
 | All | - |

Meeting was adjourned at 3pm. 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 data exploration findings
2. Work on mentor’s feedback after mentor consultation

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

Rachel Tay