**Mentor Meeting 4**

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| Date: | 6 March 2018 |
| Time: | 3pm – 4pm |
| Venue: | SIS Meeting Room 4.5 |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay  Professor Kam Tin Seong |
| Absentees: |  |
| Agenda: | Interim Presentation Content |

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| No. | Details | Action By | Due Date |
| 1 | Interim Presentation Feedback   * Include metadata. * Isolate the instances that are overdue for the overdue period field.   + Use JMP filtering. The data filter function and just use the hide and exclude function. * Distribution of undergraduate students.   + Find the unique emails that overdue. The proportion of them overdue.   + Percentage of instances overdue per user.   + Those who use 3 hours more than 1 time, what is the proportion of them that overdue? * Distribution by # of hours overdue * Section 7 heatmap: change the colour from light to dark (one colour scheme). The dark blue is distracting (aesthetics) * Since we are focusing on undergraduates only, we can further slice down to the different schools and years. * For the 2 hours data in 2016,   + What does the overdue look like, what are the overdue patterns, is it the same as 3hrs?   + Is it true that when there is 2hr is there more overdue than 3hr?   + If 3hrs is better, 2hr overdue should show lesser counts over 1hr period. * Can consider developing a predictive model to see if the user will overdue based on his history. Then can recommend the library to send reminder to the user if the loan duration is about to end. | All | - |

Meeting was adjourned at 4pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Slice down the analysis further into schools and year of studies.
2. Look into creating a predictive model to enhance our project.
3. Work on the feedback.

Prepared by,

John Koh Wei De

Vetted and edited by,

Rachel Tay