**Sponsor Meeting 4**

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| Date:  | 31 Jan 2018 |
| Time:  | 3pm – 4pm  |
| Venue:  | SMU Libraries Project Room 3-2  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay Aaron Tay (SMU Libraries liaison) Xia Wei (SMU Libraries liaison) |
| Absentees:  |  |
| Agenda:  | Meeting with SMU Libraries for Practicum Project |

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| No. | Details | Action By | Due Date |
| 1 | Collection of 3-day and 3-hour loan transactions datasets  | All | - |
| 2 | Inquiry about the ezproxy data format * 2nd line is the session ID when the user logs into the proxy. Every single line will then be tagged and followed until you log out. Email address is hashed for confidentiality rationales. Date and time. The field following the date and time should be analysed; the referral url. Look at the GET one. Http status. The marketline.com one is where the user was before the previous line. Your challenge is this. You need to identify which one is a download, which is a query (browse or search is see the “browse?”). It is specific for each database.
 | All  | - |
| 3 | Clarifications on discrepancies in calculations, numbers and library operations * Different courses can use the same book.
* Postgrad classes are usually smaller compared to those of undergrad courses.
* It is appropriate to assume that all students for one particular module use the same course reserve. However, different professors may require different course reserves for the same module.
 | 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. Concatenate unique course codes and course sections and send to Wei.
2. Attempt to obtain class size and section numbers from RO.
3. Present some findings by the end of week 6

Prepared by,

Rachel Tay

Vetted and edited by,

Joanne Ong Shi Ying