Sponsor Meeting 3

Date:	29 Dec 2016
Time:	4.30pm – 5.30pm
Venue:	Li Ka Shing Library
Attendees:	Lim Yu Xiang Bendexter Tan Jun Rong Wang Jing Xuan Aaron Tay (LKS Library Liaison)
Absentees:	
Agenda:	Meeting with SMU analytics manager, Aaron for potential practicum project Reason: Previous sponsor was not willing to share their dataset for projects out of the office, thus, our team had to make an urgent change to another sponsor.

No.	Details	Action By	Due Date
1	Introduction to library dataset - Aaron shared with us dataset for library ezproxy logging - logs of all search queries done by users - Checked out dataset for entry and exit of library gantry (could possibly be used to determine the crowd and rush hours) - Aaron showed us the dataset for users connecting to wifi on a heat-map dashboard	Aaron Tay	-
2	Introduction to the Analytics scope and possible projects - Aaron introduced his Analytics job scope - Introduced to project on PWR data to add value to the module - Introduced to project on correlation between frequent users of the library/library e-resource and GPA. - Introduced to project on e-resource log data, where it could be used for textual analysis to determine human behaviors	Aaron Tay	-

The meeting was adjourned at 5.30pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

Agenda for next meeting

1. Signing of NDA (Library's version)
2. Receiving of dataset from sponsor

Prepared by,
Bendexter Lim

Vetted and edited by,
Tan Jun Rong