**Mentor Meeting 1**

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| Date:  | 6 Feb 2018 |
| Time:  | 3pm – 4pm  |
| Venue:  | SIS Meeting Room 4-5  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay Professor Kam Tin Seong (Mentor) |
| Absentees:  |  |
| Agenda:  | Analytics Practicum Project Update |

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| No. | Details | Action By | Due Date |
| 1 | Project update and feedback * Check into the process behind how the data was obtained in order to ensure the validity of the ‘patron group’ field; e.g. how do you know if they are really alumni or students?
* As for the sufficiency measure, there’s the possibility that students only return the books after their lessons/ during their beaks, and hence overshoot the allocated borrowing hours. Is this the case?
* As for the missing return datetime, is it possible to track back to when the book is being borrowed again?
* Boxplot and histogram
	+ Are there significant outliers?
	+ Exclude missing values and outliers
	+ Get overall loans with overdues – compare them across schools, by years, day of week, time of day, academic year, etc.
	+ Are there more overdues during exam weeks?
* Meet mentor before next client meeting
 | 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. Check the library’s fines policy
2. Prepare 3-hour and 3-day exploratory analysis ready before meeting the client

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

John Koh Wei De