**Mentor Meeting 1**

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| Date: | 6 Feb 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 (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