Sponsor Meeting 3

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| 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. |

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| **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