**Mentor Meeting 4**

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| Date:  | 14 March 2018 |
| Time:  | 3pm – 4pm  |
| Venue:  | SIS Meeting Room 4.7 |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay Professor Kam Tin Seong  |
| Absentees:  |  |
| Agenda:  | Enquiries Regarding Predictive Model  |

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| No. | Details | Action By | Due Date |
| 1 | * Consider the concurrent checkout calculated field. Concurrent checkouts to determine how many copies do you need. If I have 5 copies, and all 5 is checked out at the same time, then the book is fully-utilised, and requires more copies.
* Need to use the borrowing patterns.
* Moving forward/ variables to take into account
	+ Complete list of book titles, course attached, and course size.
	+ Frequency of utilisation of this title. Concurrent checkouts. ALL copies checked out, throughout the term.
	+ Take into account the back to back transactions.
	+ Is the book tied to a core module? Which school is this tied to?
	+ Take on the borrowing patterns
* There are different ways to move forward from here.
	+ Unsupervised method or classification. If we don’t want a response variable, we need to use an unsupervised method. Cluster analysis, latent class, correspondence analysis are examples of these unsupervised methods.
	+ Since we have a target variable. # of copies is on an ordinal scale. Logistics regression or decision tree.
* With this, we can only conclude if the books are insufficient.
* Find a way to flag out if this is enough or this is not enough. Then add 1 copy. If not enough, then add 1 more.
* Can perform clustering on criterions like course size, etc. Compare the clusters with the number of books they have. Analyse the number of books that are currently in the reserve. Ok, 90% of them have one book, 10% have 2 books. So buy 2 books? Is that right? Think about it.
* Use course size to classify the characteristics, which can then be used… frequency of the mod.
* Can bin the class sizes if you want to make it categorical. Bin all the continuous data.
* Look into all the indicators we can have.
 | 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. Look into creating a predictive model to enhance our project.
2. Work on the feedback.

Prepared by,

Rachel Tay

Vetted and edited by,

Joanne Ong Shi Ying