**Mentor Meeting 3**

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| Date:  | 2 March 2018 |
| Time:  | 11am – 12pm  |
| Venue:  | SIS Meeting Room 5.1 |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay Professor Kam Tin Seong Professor. Meenakshi |
| Absentees:  |  |
| Agenda:  | Presentation of Interim Presentation Content |

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| No. | Details | Action By | Due Date |
| 1 | Interim Presentation | All | - |
| 2 | Interim Presentation Feedback * We did not finish using the 30 minutes. Poor usage of time.
* Sufficiency measure is not well defined. The terminology needs to be changed to ‘overdue\_period’.
* Need metadata for clean dataset, document the final clean dataset, data types it represents, and how it is derived from original data.
* Presentation of analysis
	+ Needs to be more organised
	+ Needs to be more detailed
	+ If median is 2.21 and mean is 2.8, this means that there is a slight skew.
	+ If data is highly skewed, then means test is not a good test to use. Should be using a nonparametric test instead.
	+ Those who did not overdue are not important. Cut the data into overdue or not.
	+ If show hours borrowed, next slide can show hours borrowed by patron group, who are the borrowers?
	+ Helpful to know the current membership of the library.
	+ For break week, do not present as bar chart. Present the data in a boxplot instead.
	+ Use graph builder to build the boxplot graphs. The statistical tests’ boxplot is too close and small and cannot be seen properly.
	+ Naming of slides; if measuring hours borrowed just say hours borrowed and not overdue in slides.
	+ Include null and alternative hypotheses when presenting statistical reports
	+ ANOVA has 2 stages: rejecting null hypothesis and comparing the pairs using t-test.
* There is a lot of observations but need more managerial recommendations.
* If there’s no one borrowing, then why set as course reserve?
 | 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. Shift from explanatory to confirmatory analysis.

Prepared by,

Joanne Ong Shi Ying

Vetted and edited by,

John Koh Wei De