**Sponsor Meeting 3**

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| Date: | 26 Jan 2018 |
| Time: | 3pm – 4pm |
| Venue: | SMU Libraries Project Room 3-2 |
| Attendees: | Joanne Ong Shi Ying  John Koh Wei De  Rachel Tay  Aaron Tay (SMU Libraries liaison) Xia Wei (SMU Libraries liaison) |
| Absentees: |  |
| Agenda: | Meeting with SMU Libraries for Practicum Project |

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| No. | Details | Action By | Due Date |
| 1 | Presentation on our methodology   * Planned to use JMP and Tableau for data exploration and visualization. * Planned to design a dashboard that aims to answer the following questions:   + Out of the number of both print and electronic materials supplied, how many were borrowed/ accessed?   + How many times and during which periods (in terms of day, week, and semester) are these materials being circulated?   + How many unique users for a particular title are borrowing the materials?   + Who (in terms of patron type and school) is using the course reserve materials?   + What is the average circulation rates of the course reserve materials?   + How does the 3-hour and 3-day loan periods compare in terms of whether the assigned loan periods are sufficient? | All | - |
| 2 | Discussion on the methodology and the respective datasets that we might require, like:   * Course sizes * Total collection of course reserve materials * 3-day and 3-hour loan transactions | 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. Aaron will check and give us the 3-day list and the return time
2. Present some findings by the end of week 6

Prepared by,

John Koh Wei De

Vetted and edited by,

Rachel Tay