**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 YingJohn 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