



Sponsor Meeting Minutes #2

Date/Time 9th Feb 2018, 11am to 12pm

Venue Li Ka Shing Library

Attendees Manisha Goyal, Mohamed Lukman, Aaron Tay, Meenakshi Gopalakrishnan

Agenda

1. Discuss the data provided by the client
2. Clarify the goals of the client for this project

Sl. No.	Notes/Task	Actor	Follow-up Action
1.	We discussed with the client about the data that was provided to us, including some issues that could possibly hinder our analysis.	Manisha, Mohamed, Aaron and Meenakshi	Obtain the data-cleaning tools from Aaron for the EZProxy logs, and the post-survey data
2.	We asked the client what he wanted at the end of this project in terms of analysis and recommendations. He talked about the importance of including the survey data (regardless how limited the analysis that could be obtained), and was flexible with further types of analyses that we could work on.	Manisha, Mohamed Aaron and Meenakshi	Focus exploratory analysis on survey data, find other types of analyses that we want to focus on for the client