Client Meeting Minutes #1

Date/Time	**11th Jan 2018, 4pm to 5 pm**
Venue	SMU Li Ka Shing Library
Attendees	Manisha Goyal and Mahima Damani
Agenda	1. To discuss the expectations of the client and basic data availability 2. Discuss the specifications of the NDA 3. Determine a basic timeline for the work to be conducted 4. Clarify questions based on background secondary research

Sl. No.	Notes/Task	Actor	Follow-up Action
1.	Our Project sponsor introduced the project to us as such : a. The objective behind this is to understand usage patterns of library (online and offline) resources by SMU students and how to optimise resources further to be able to enchance learning. b. The data provided will be a survey conducted for the freshman batch of 2017 testing their confidence levels, proxy logs of all the students who accessed online databases in 2017 and turnstile data of 2017. c. The proxy data will have to be cleaned to extract the URL, userid and database and other behavioural traits. d. It is important to delve into the student search behaviour and see if there are any common clusters of students (e.g. those who search but don't download, or those who search during a key consumption period). This, if possible, should also be linked to the survey to see if there are any specific traits that can be attributed to confident or under-confident students. e. Another key insight could be how library workshops and trainings impact students in terms of confidence and search behaviour.		
2.	He showed us a few of his personal initiatives to discern the same using SAS and asked us to take inspiration from it, but be open to experimentations. We then discussed a basic stencil of the data fields and time range that will be provided to us and details of the NDA.	Mahima and Manisha	Prepare NDA and get it signed, collect data.