**Internal Meeting 3**

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| Date:  | 5 Feb 2018 |
| Time:  | 10am – 3pm  |
| Venue:  | SMU SIS GSR  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay  |
| Absentees:  |  |
| Agenda:  | Data exploration and confirmation of project objectives |

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| No. | Details | Action By | Due Date |
| 1 | Data Exploration Findings* 39 distinct emails checked out ‘managerial accounting’ 88 times. [3d]
* 90 books (out of 527 books, 17%) accounts for 80% of the # - borrowed. [3h]
* 75% of the books borrowed were overdue by at least 6h. [3h]
 | All |  |
| 2 | Project objectives confirmation* Out of the number of both print and electronic materials supplied, how many were borrowed/accessed? Need the # of materials supplied.
* How many times and during which periods (in terms of time, day, week, and semester) are these materials being circulated?
* How many unique users (; one particular title) are borrowing the materials?
* What proportion of the class (in terms of patron type and school) is using the course reserve materials?
* What is the average circulation rates of the course reserve materials? For semester and year.
* How does the 3-hour and 3-day loan periods compare in terms of whether the assigned loan periods are sufficient?
	+ Why do students borrow the 3-hour if they have the longer 3-day loan books available for loan
 | All |  |

Meeting was adjourned at 3pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Data exploration

Prepared by,

John Koh Wei De

Vetted and edited by,

Rachel Tay