**Internal Meeting 3**

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| Date: | 5 Feb 2018 |
| Time: | 10am – 3pm |
| Venue: | SMU SIS GSR |
| Attendees: | Joanne Ong Shi Ying  John 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