**Internal Meeting 6**

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| Date:  | 21 Feb 2018 |
| Time:  | 12pm – 3pm  |
| Venue:  | SMU SOB GSR  |
| Attendees:  | Joanne Ong Shi YingJohn Koh Wei De Rachel Tay  |
| Absentees:  |  |
| Agenda:  | Confirmation of data exploration findings and work on mentor’s feedback  |

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| No. | Details | Action By | Due Date |
| 1 | Data exploratory findings structure* Hours borrowed and sufficiency measure by
	+ Day of Week
	+ Term
	+ Patron Group
	+ Hour of loan
	+ Exam week?
 | All | - |
| 2 | Interim Preparation* Slides preparation
	+ Made changes based on mentor’s feedback
* Report preparation
	+ Project Overview
	+ Data Cleaning
	+ Data Exploratory Findings
 | 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. Continue working on interim preparation

Prepared by,

Rachel Tay

Vetted and edited by,

John Koh Wei De