**Internal Meeting 6**

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| Date: | 21 Feb 2018 |
| Time: | 12pm – 3pm |
| Venue: | SMU SOB GSR |
| Attendees: | Joanne Ong Shi Ying  John 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