

## SYDE462 – Library Check In Meeting

### -1% penalty if not completed – Group Submission

**Due Date:** You need to have completed your check in by end of day on Feb. 17<sup>th</sup>. You are meeting with a real person who has limited availability and other job responsibilities. ***If you leave it to the last minute and are unable to find a time to meet, that will be your fault and the penalty will be applied.***

Meetings will be booked first come, first serve, by Andrea Milne, the SYDE Librarian. You can contact her to book your meeting. Work to find a time that works for both parties. You can contact Andrea via email to set up a meeting time or use the booking link on the library website:

<https://outlook.office365.com/owa/calendar/bkg-DavisCentreLibrarySYDEBMELibrarianConsultation@uwaterloo.ca/bookings/>

[sarahandrea.milne@uwaterloo.ca](mailto:sarahandrea.milne@uwaterloo.ca)  
<https://subjectguides.uwaterloo.ca/SYDE>

***Meetings are expected to be 20 minutes in length*** and you should come in prepared to discuss what your project is about and thinking about what information gaps you might need help with. You will likely be able to ask other project questions and get more general help, as well, by talking to a smart person from another domain.

***AFTER THE MEETING UPLOAD SOME MEETING NOTES TO THE LIBRARY CHECK IN DROPBOX in pdf format. These are due by 8pm on Feb 17<sup>th</sup> on LEARN. These don't need to be copious notes - just something that captures what was discussed in the meeting.***

## Meeting Requirements

In the meeting you should come prepared to lead the discussion of the following things:

### Problem Definition

- What is your Situation Impact Statement (or similar brief, but clear description of the problem you are solving)?
- Provide some context for Andrea so she know what you're working on.
- Where are you currently at?

### Research and Information Needs

- What info have you found hard to find?
- Are there any other gaps or feedback that might help you?

### Evaluation:

Andrea will provide feedback to let us know if you come in unprepared or the meeting wasn't successful. Show up, be prepared, and participate in a conversation, and things will be fine. Having a meeting and uploading your meeting notes will mean you avoid having the penalty applied.