**Meeting Minutes**

**Professional Computing Project – Team 03**

**Date:** September 24, 2025  
**Duration:** 60 minutes  
**Purpose:** Review of library research strategy, progress updates, and next-step planning.

**Attendees**

* Dr. Chris Parsons
* James Felstead
* Peter Fang
* Chunyu Zheng
* Rania Khan
* Hazel Wang

**Key Discussion Points**

1. **Client Update: Access to Census Collections**
   * Client confirmed potential license agreement enabling one-off payment for access to international census document collections.
   * This reduces pressure on the team but does not replace the need for continued library/document searches.
   * Emphasis: Team’s work remains essential for locating, verifying, and structuring census records.
2. **Library Search Progress**
   * Implementation of priority library list successful; Albania and Afghanistan tested as examples.
   * Out of 9 trial documents, 7 were located. Two French documents could not be found due to French National Library website issues.
   * Discussion on robustness: Confidence that French records exist despite temporary website problems.
3. **Challenges & Technical Barriers**
   * Library of Congress: Strong anti-bot protections; treated as inaccessible to automated methods. Possible alternative is direct human request or purchase of copies.
   * Texas microfilm/PDF collection: Need to filter out “International Population Census” microfiche references to avoid irrelevant results.
   * Website performance: Queries through library search significantly faster than general Google search (2.5 minutes vs 1 hour). Performance varies by system (Windows faster than WSL).
4. **Next Library Priorities**
   * European libraries: Switzerland, Belgium, Russia, China, Japan.
   * Historical colonial records noted as particularly valuable (Belgium, Germany, Russia).
   * National Statistical Bureaus to be considered secondary (post-1990s data more likely).
5. **Team Reflections**
   * Members reported positive progress and reduced stress compared to earlier weeks.
   * Individual coursework loads briefly discussed (Bayesian statistics challenges noted).
   * Agreement that iterative weekly improvements are aligning with client’s expectations.

**Decisions Made**

* Continue prioritizing library sources over general web or statistical bureau searches.
* Exclude “International Population Census” microfiche results from search outputs.
* Treat Library of Congress as a low-priority source due to access restrictions.
* Expand to additional European and colonial libraries in the next iteration.

**Action Items**

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| **Task** | **Responsible** | **Deadline** |
| Implement exclusion filter for “International Population Census” results | Team | Sep 26 |
| Add new European/colonial libraries (Belgium, Switzerland, Russia, Japan, China) to query list | Team | Sep 27 |
| Test additional library queries (≥15) and log success rate metrics | Team | Sep 27 |
| Prepare success rate summary (library vs web) for next client session | Team | Sep 28 |

**Next Steps**

* Conduct additional library searches with updated filters and expanded library list.
* Track and report retrieval success rates (target ≥80%).
* Hold follow-up client session to review search results and confirm next sprint focus.

**Meeting Minutes Prepared by:** Hazel Wang  
**Date Prepared:** September 24, 2025  
**Next Meeting:** Testing Session – September 24, 2025