Hello Maggie Niu,

Welcome to the Statistical Consulting Center. My name is Xiang Wang. I am a student consultant in the Statistical Consulting Center. My partner John Ensleyand I will be meeting with you at 3:35 pm, Monday, Oct 19th, in 309 Buckle Building for short term consulting.

Here is a brief overview of our short term consulting:

1. The first meeting is usually just information gathering.  
2. After the first meeting, I have about 10 days to write up a written report for you to use to design your experiment or analyze your data.  
3. Usually within 14 business days (i.e., two weeks), we will meet for a second time to go over the report. If possible, I will send you the report before the meeting so you can look it over.  
4. Our short term consulting is limited to these two meetings.

Here are some of the questions I will ask at the first meeting. If possible, send me the answers via email before the first meeting. Don't worry if you don't know the answers; we can figure them out when we meet.

1. Tell me more about your statistical background. What statistical courses have you taken?  
2. Are there any documents that we can read through to get an idea of your project before the meeting?  
3. Tell me about your data. What are your response variables? Are they continuous or discrete? What are the factors (predictor variables, independent variables)? How many levels are there for each factor? How many observations do you have? Also, can you send me a portion of your data before our meeting so my partner and I can look at them?  
4. With regard to selecting the appropriate analysis, what questions do you hope to answer? What problems do you anticipate with the analysis?

Please confirm the receipt of this email.

Thanks,

Xiang Wang & John Ensley