

Weekly Progress Report Meetings (WPM's)

Each research group will be asked to deliver a presentation on the progress of their work. Each research team will be given fifteen minutes to present information on their work. Here are some parameters for your presentation:

- 1) Each person on your team must have an equal opportunity to speak. Try to split the presentation between the people on your team.
- 2) Each presentation should include a brief update on your team's project. Each person should include a brief 3-5 minute (based on the number of people presenting) update on their project with at least 4 powerpoint slides. Please leave 1-2 minutes at the end for discussion.

The typical presentation would have a project overview slide, an outline of the overall project/timeline that identifies the current status of work completed, a summary of the work of the preceding two weeks, and a slide that includes next steps, open issues and nagging questions and how your project relates to CENS overall.

During the presentation slot, discussions initiated by mentors and interns will provide feedback to each team and encourage dialogue on relevant issues.

These are some of the good things about these meetings:

- 1) Each group is forced to compile their progress into a succinct presentation and get practice with their presentation skills.
- 2) The presentations give other students and mentors a chance to see what the other groups are pursuing.
- 3) They enable faculty and graduate students to give comments to the groups about how to solve any problems that come up or to help with any other issue.

Suggestions based on last year's meetings:

- 1) If possible, this should be seen as an informal setting so that students feel comfortable participating in the discussion.
- 2) Groups should be encouraged not to spend too much time preparing the presentations.
- 3) Richard Pon uploaded a few of the complete presentations for your reference:
<http://www.ee.ucla.edu/~rpon/NIMS/summerprogram2004/>

Group A:	Cyclops Team	July 13 & July 27
Group B:	Urban Sensing Team	July 20 & August 3

In addition to Weekly Progress Reports (completely up to the mentor)

Daily Summary

The daily summary should include students' initial ideas about the tasks that they plan to undertake in the day as well as an outline of progress of their work at the end of the day.

Optional Writing Assignment

Also, each week all students within your research team could be assigned a small individual writing task that facilitates their understanding and observations of specific aspects of the project that they are working on. These weekly assignments could overall report that they create to document their research over the summer.