

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 presentation gives 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: **July 10 & July 24 (High School Students)**
 July 11 & July 25 (Undergraduates)

Group B: **July 17 & July 31 (High School Students)**
 July 18 & August 1 (Undergraduates)

Audience Participation:

In order to make these events meaningful, we ask for full participation of our audience. Please take notes, while fellow interns are making presentations, of a few questions/thoughts that you may want to share with the group after the presentation. Please be prepared to Q&A following the presentation.

