

## **RULES FOR MEETINGS / PRESENTATIONS**

During the year, each group will have a number of meetings with the course instructor. Ideally, these meetings allow the instructor to get a sense of where the group is at and provide meaningful input and guidance. In order to achieve these goals in an efficient manner, groups must abide by the following simple rules:

- I. For each meeting, the group must prepare a slide deck with all items that they wish to discuss (or that was requested for discussion). First 1-2 slides should include a brief summary of previous meeting and an agenda for the current meeting. Make sure that any relevant graphs and/or figures are in there.
- II. At least 24 hours before the meeting, the group will email the slide deck to the instructor and anyone else who will be attending the meeting (e.g., project sponsor, mentor, TA,...)

Abiding by these rules will ensure that the meetings run smoothly, that no time is wasted, and that there is plenty of time for discussion.