

IE 460 PROJECT PROGRESS MEETING DETAILS

Physical Arrangement on Meeting Day: EE-412 has many boards. Please find yourself a place on a board and write down your progress in bullet points so that I can follow your ideas. Please make sure that you are ready at the time course starts (there is another lecture before our class begins, so you need to use the break to prepare).

What are you expected to discuss? Please read the initial assignment (see the WEB) on what is expected from you in general in your final report, as well as your feedback. Then please complete *parts a, b, and c* below as much as possible.

Part a: Outline

During our discussion, you will outline the sub-topics/issues that you will discuss in your final report. Having a structure is key to complete *part a*. Listing sub-topics with bullet points can be very helpful.

I can recommend you use a simple structure which describes a way of organizing information¹. Based on this approach, your sub-topics should be Mutually Exclusive so that what you wrote in different sub-topics does not overlap; and Collectively Exhaustive so that all ideas/facts can fit into one of the sub-topics.

Part b: Facts for your outline.

You will list the facts to justify your sub-topics. An illustrative sentence can be: “we chose this sub-topic because of the following reasons: ..”. Creating an in-depth literature review has a very positive impact on a powerful discussion in *part b*.

You should note that the reasons you list should be based on facts and data. When I read your proposals, I realized that you write an issue related to your topic without mentioning the “truth” of it. You should not state “your thoughts” as if it is a real issue unless you are presenting expertise that you gained during your professional life (of course you can state your hypothesis, just be clear).

Part c: A solid action plan. This will include your statement of what you think the connections to the IE460 course material are, as well as your future steps to complete the assignment.

Please see “How to write a case-based essay” document (p. 8) for this part.

Note: For the grading, I have 4-5 minutes to make a decision, so any decision that I will make will be a quick judgment. Therefore, I see this process as a chance to give feedback to strengthen your final report rather than evaluating your performance. I believe you can receive two points as long as you do what is outlined above.

¹ Cheng, Victor. “MECE”. Caseinterview, Caseinterview.com, 24 Apr. 2019, www.caseinterview.com/mece.