

IE 478 Spring 2021 Information on Project Progress Presentations

Proposal Presentations will start in about a week. We will supply more information on the technological side (video preparation, meeting medium, etc.) of the presentation soon. Below, please find useful information on the contents and conduct of presentations and the presentation meeting:

- 1) Main objective of this presentation is to make sure that the work that has been done and to be completed will be used appropriately by the organization in question. Check especially **Assessment Criterion 2: Success of the design details from previous lectures or documents.** **Note that this is the last presentation where all advisors AA, IA, and CC are present.**
- 2) Presentations will be in Turkish (if IA requires it to have in English). As you will prepare a video, it is also reasonable to have one person presenting all the material. However, if you want to share, we suggest at most two students presenting. You will upload this video 2 days before your scheduled meeting date along with your ppt file containing your slides.
- 3) There is a time gap between your **Project Progress Report** submission-date and the date of this presentation. To cover the work done during this period, please have an additional slide in Turkish (preferably in bullets), which states what you have done during this period, the parts of the presentation which are different) than the proposal.
- 4) The time we expect your presentation to take is 15 minutes. Make sure that you present the most pertinent parts of the Progress Report, considering the objective stated in 1). Of course, if you have new results that you think are reasonable (checked/approved by your academic advisor and/or industrial advisor); you should present them, as well.
- 5) The contents of the **Project Progress Report** are expected to be covered in your presentation (Please read carefully to recall the document “**Spring 2021 IE478 Project Progress Report - Suggestions for the contents of the report**” for details).
- 6) Please read the documents posted in the WEB site of the course regarding presentations. Additional issues for the presentation you will make:
 - a) Even if you may want to skip some parts of your Progress Report in the 15-minute presentation, you may want to prepare slides for those parts in case it is needed in discussions.
 - b) Please make sure that you present appropriate level of detail and technical content to convey your ideas.
 - c) Please, make sure that you use a professional tone of language.
- 7) Additional issues for the meeting:
 - a) The meeting is expected to be around 1 hour. Make sure that you are ready to answer most of the questions you reserve your time accordingly.
 - b) Make sure that you respond to issues raised, of course if you have thought about it. To select the person to respond will be a bit difficult as you are not going to be in the same location. Hence, it is important that you prepare proactively for those cases.
 - c) Make sure to take notes of the meeting. Mostly likely such a documentation (agreed upon everybody through e-mails) will be needed to finalize the project.