



IE 477 – IE 478 Production Systems Design

Information on the Second Coordinator Meeting and Presentation

Last Revised on September 20, 2021

The objective of this meeting is to summarize your progress since the first coordinator meeting and presentation.

Scheduling

CPs should follow the announcements about the time slots and the reservation links sent directly to them about one week prior to the meetings.

Presentation

You should prepare a presentation video¹ in English, not exceeding 10 minutes and submit it along with your presentation file (pdf version) by the date and time announced in the general schedule. You are advised to get feedback from your AA prior to submitting this video. Below are the points you should consider as you prepare your presentation:

- 1) The emphasis of this presentation should be the progress you have made on your solution approach². However, you should briefly mention about the contents of the first coordinator presentation (i.e. system description, problem definition...etc.) to maintain a coherent flow in your presentation.
- 2) The other two CCs would not read your progress report. Make sure your presentation is comprehensive enough so that somebody with no prior knowledge about your project as well as the company could follow it without any difficulty.
- 3) Make sure that your deliverables are stated as clear as possible.
- 4) We want you to complete your presentation with a detailed time plan of the project – when are you expecting your main activities to be completed. Of course, we expect this project plan to be updated from the one available in your proposal report and/or previous presentation to include changes and refinements in the problem definition.
- 5) Additional issues for the presentation you will make:
 - Presentations are in English.
 - Do not try to squeeze in everything related to the project in this presentation. You should use your common sense to find out the parts you should emphasize in this presentation – which should obviously be in line with the expectations outlined above.
 - Prepare your presentation with at most two students presenting. More than two is not acceptable for such short presentations.
 - There is a time gap between your first meeting with the CC and this presentation. To cover the work done during this period, make sure that you present a list of changes to the first progress report (with dates of the changes). Also, prepare and submit an informal short handout in English (preferably in bullets), that contains these changes and states what you have done during this

¹ See the document *Information on Preparing Presentation Video* on the requirements.

² As this presentation is based on your first progress report, check the document *Suggested Contents for the First Progress Report* prior to preparing your presentation.

period, including any new agreement reached with the IA during. Please, do not mention the history unless it is asked. Just give the current state of the problem/approach only.

Meeting

- 1) The meeting is expected take at most 15 minutes and you will be asked questions to clarify some parts of your approach and future work. You may also be asked to present live during the meeting.
- 2) The coordinators have a busy schedule. Every group must be ready at least five minutes before their scheduled time.
- 3) Note that this is the last assessment tool we have before we submit your grades. Make sure that you prepare the presentation material adequately, rehearse your presentation, listen to the recording you made and change it if needed and finally be proactive and prepare for potential questions.



Please check out the document titled ***General Tips on Presentations and Meetings*** for other important tips you should consider during the meeting and while preparing your presentation.