



IE 477 – IE 478 Production Systems Design

Information on the Third Coordinator Meeting and Presentation

Last Revised on January 25, 2022

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

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, a video of the demo of your deliverables not exceeding 2 minutes and submit both videos along with your presentation file (both original and pdf version) by the date and time announced in the general schedule. You are advised to get feedback from your AA prior to submitting these videos. 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) Most of the following was expected to be covered in the progress meeting and presentation to the company officials. Please state briefly the changes and new results with an emphasis on (b), (d) and (e).
 - a. Solution approach and description of your current status
 - b. Details on how you validated your approach and/or models
 - c. List of deliverables
 - d. The benefits of project results to the company
 - e. The implementation plan and any action taken towards implementation
- 4) We want you to complete your presentation with a detailed plan for the remaining time to include changes and refinements in the solution approach.
- 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.

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

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

- 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 second progress report and this presentation. To cover the work done during this period, make sure that you present a list of changes to the second 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 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 the Project Fair pre-qualifiers are determined in part based on your performance in this presentation. 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.