



IE 477 – IE 478 Production Systems Design

Information on the Kick-off Meeting

Last Revised on September 20, 2021

During the kick-off meeting (which is either a face-to-face or an online meeting), the company is expected to provide you the details of the problem they have been experiencing and ask you to provide a solution to this problem to achieve the outcomes desired. Of course, one can expect some changes by mutual agreement in later stages; however, the main roadmap of the project work is expected to be initiated as a consequence of these presentation.

Scheduling

Your TA will schedule this meeting. The CP should be in touch with the TA for any schedule and travel arrangements, if needed.



Before the meeting, please check out the document titled ***General Tips on Presentations and Meetings*** for other important tips you should consider during the meeting. Also make sure that you read and discuss within the group (and consult your AA if needed) the material covered in ***Information on the Proposal Meeting and Presentation***, as well as ***Proposal Report***, all about what a group is expected to do in the first weeks of the project.

Meeting

The proposal meeting will be a face-to-face or online meeting with IA, AA, CC, and all group members as participants, as well as other interested people from the company. The meeting is expected to take around one hour (and can be as long as two hours if need arises) and will mainly have two parts:

- 1. Presentation by the company** – IA will be informed on what is expected from this meeting. It is likely that there will be a presentation by the company to cover information on the company/sector, as well as the problem/project topic stated in the beginning. They are encouraged to give some in advance information of these issues if available.
- 2. Questions to clarify issues around the presentation and problem definition** – Make sure that you go over any material submitted before the presentation as a group. After you listen and take notes on the presentation, ask questions for those parts you did not understand or follow. Note that this is not a stage where you will show yourself individually, but a meeting where you are expected to get more details/connections to be able to pursue with your group work later.

It is strongly recommended by the coordinators to record kick-off meetings if they are on-line with the consent of the company. This year, we think that communication might be a bit more challenging than a standard year, and hence every opportunity should be used to ensure mutual understanding of the project contents. Kick-off meetings are especially important to set the scene for the project work. It sets the boundaries, as well as expectations of the industrial partner. We recommend all the groups and their Academic Advisors to work on the minutes of this meeting and share it with the industrial advisor(s) so that no information is lost. We believe having a recording of the kick-off meeting will help this preparation.

After the Meeting

Continue to communicate with IA, as well as AA. Keep in mind that such real-life work is more than a problem statement you are given in school: the definition of the project itself is a dynamic process, and hence the scope of the project may drift away from the one presented in the kick-off meeting as mutual understanding changes as the study progresses with the work that your group will do. You are expected to be rigorous (with facts, numbers, etc.) when you think that there is a need to make changes before you communicate with the IA related to these changes and have their approval each time when there is such a major change. Of course, such drifts are expected to be over after 1-2 months of the project work, most of the time.