	IE 477 – IE 478 Systems Design
	Information on the Fourth Coordinator Meeting and Presentation
	Last Revised on November 16, 2023

The objective of this meeting is to summarize your entire work in this project.

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 in <u>Turkish</u>, not exceeding 5 minutes and submit your presentation files (both pptx and pdf versions) by the date and time announced in the general schedule. We expect you to use your correct (and consistent) jargon in Turkish, as well. You will need Turkish equivalence of IE technical terms[1]. You are advised to get feedback from your AA prior to submitting this presentation especially for the technical terms you use. Below are the points you should consider as you prepare your presentation:

1) This presentation should be an <u>executive summary of your project</u>[2]. This means you should briefly mention about the company, the problem, your solution approach, benefits to the company along with the deliverables and implementation. Although you need to mention about all these items, the emphasis should be on the benefits to the company, your deliverables and implementation.

2) The other two CCs would not read your final 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) Additional issues for the presentation you will make:

   - Presentations are in <u>Turkish</u>.
   - Do not try to squeeze in everything related to the project in this presentation. You should use your common sense to find out the level of detail you should have 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 final report and this presentation. To cover the work done during this period, make sure that you present a list of changes to the final report (with dates of the changes). Also, <u>prepare and submit</u> an informal short handout in Turkish (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.

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[1] A good reference for Turkish IE Technical terms: *Çetinkaya, Ferda Can, "Endüstri Mühendisliği ve Mühendislik Yönetimi Sözlüğü (İngilizce – Türkçe)", TMMOB Makina Mühendisleri Odası, Yayın No: 2007/426, 2007, Ankara.*

[2] As this presentation is based on your final report, check the document *Suggested Contents for the Final Report* prior to preparing your presentation.

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 will 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 meeting will be the final assessment item prior to assigning your letter grades. Make sure that you prepare the presentation material adequately, rehearse your presentation, 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.