



IE 477 – IE 478 Systems Design

Information on the Proposal Meeting and Presentation

Last Revised on November 16, 2023

During the kick off meeting, the company provided you the problem they had been experiencing and asked you to provide a solution to this problem to achieve the outcomes desired. You have had about one month to come up with a project proposal report that contains a more formal problem definition along with a road map you will follow in the oncoming months.

The purpose of this meeting is to share with the company the way you will tackle the problem and achieve the outcomes desired by the company. You need to make sure that all sides are in agreement with the problem to be tackled and what to expect at the end (problem statement and deliverables). Of course, one can expect some changes by mutual agreement in later stages; however, the main roadmap of the project work is expected to come as a consequence of these presentations.

Scheduling

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

Meeting

The proposal meeting will be a face-to-face or online meeting with IA, AA, CC and all group members as participants. The meeting is expected to take around one hour and will mainly have two parts:

1. Proposal presentation
2. Discussion and agreement with the IA

The meeting will likely be in Turkish, which is the preferred language of the companies most of the time. If that is the case, we would like the groups to be prepared to accommodate their non-Turkish speaking group members by giving them a summary translation (either orally if this will not disturb the participants) or by writing short notes using WhatsApp (or another similar application) so that those members can be kept active during the meeting. Questions asked by those members should be translated by someone in the group. Sometimes, the host company will be able to take questions in English, and hence translation may not be needed.

Presentation

You should prepare a presentation video¹ about 15 minutes long and not exceeding 20 minutes and submit it along with your presentation files (both pptx and pdf versions) by the date and time announced in the general schedule. The presentation will be in Turkish unless otherwise asked by the company. You are advised to get feedback from your AA prior to submitting this video. This presentation will be sent to the IA prior to the meeting. However, it may be shown in the beginning of the meeting or you may be asked to present live during the meeting.

Below are the points you should consider as you prepare your presentation:

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

- 1) The contents of this presentation should follow your project proposal report².
- 2) Make sure that you present the most pertinent parts of your proposal and any additional work after submitting the proposal, while considering the objective stated above. It is likely that there is a time gap between your project proposal report submission due-date and proposal meeting date. To cover the work done during this period, prepare and submit an informal short hand-out 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 – such as new formulation, additional information, delete some parts which you think is no longer valid, etc.
- 3) Make sure that your deliverables are stated as clear as possible.
- 4) We want you to complete your presentation with the time and work package plans of the project – what you are expecting to do in each work package and when are you expecting main activities (work packages) to be completed.
- 5) Prepare your presentation with at most two students presenting. More than two is not acceptable for such short presentations.



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.

Discussion and Agreement

At the end of this meeting, you will have a mutual agreement with the IA about the scope of the project, your approach and the deliverables to be submitted to the company. However, keep in mind that as this is a dynamic process, the scope of the project may slightly drift from this agreement as you make progress in your approach. You should always be in touch with the IA related to these changes and have their approval each time when there is such a change.

² As this presentation is based on your project proposal report, check the document *Suggested Contents for the Project Proposal Report* prior to preparing your presentation.