



This meeting is to share with the company the current state of the project. According to the timeline, you should have finalized your models, along with their verification, validation and benchmarking. You should have a prototype of your deliverables ready to be shared with the company. Considering these, you should have a suggested plan for a pilot study and preferably a backup plan to account for any unforeseen circumstances. Keep in mind the details on the success of the design of a system¹. Note that this is the last meeting where all advisors AA, IA, and CC are present.

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. Progress 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 video² 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. We expect you to use your correct (and consistent) jargon in Turkish, as well. You will need Turkish equivalence of IE technical terms³. You are advised to get feedback from your AA prior to submitting this video especially for the technical terms you use in your presentation. 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.

¹ See the document *A Summary of Required Reports and How They Are Connected* for more details on the success of the design.

² See the document *Information on Preparing Presentation Video* on the requirements.

³ 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.

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

- 1) The contents of this presentation should follow all work done so far for the project.
- 2) Make sure that you present the most pertinent parts of your project and any additional work after submitting the validation report, 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 work reported in the Validation and Progress Reports.
- 3) You should have a demo of your deliverables at the end of the presentation.
- 4) We want you to complete your presentation with the time and work package plans of the remainder of the project.
- 5) Prepare your presentation with at most two students presenting. More than two is not acceptable for such short presentations.
- 6) Even if you may want to skip some parts of your work, in the presentation, you may want to prepare slides for those parts just in case they may be needed in discussions.



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 receive feedback from your IA about your accomplishments so far and how likely these accomplishments will address the problem the IA described in the kick-off meeting. You will have a mutual agreement with your IA about how and when the pilot study will be performed. For the remainder of the project, you should always be in touch with the IA related to the outcome of the pilot study and any improvements/changes to be made to your models and deliverables.