IRL Guideline for Bi-Weekly Presentation

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The objective of the bi-weekly research meeting at WVU Interactive Robotics Laboratory (IRL) is to facilitate communication among team members, tracking research progress, and discussion of new ideas. Additionally these meetings provide an opportunity for students to regularly practice presentation skills, as well as to summarize, organize, and document their work. Materials prepared for these meetings may become useful for future presentations, technical papers, and thesis.

Each graduate student will be asked to give an oral presentation to the group. The duration of the presentation should be approximately 20 minutes for Ph.D. students and 15 minutes for M.S. students. Each presentation should include the following components:

1. *Introduction*. Briefly discuss what has happened during the past two weeks;
2. *Learning*. Each Ph.D. student should review a minimum of **five** technical papers including at least one highly-cited paper (>100 citations), one recent paper (published within the last two years), and one outside topic (which has no immediate connection to our existing work). Each M.S. student should review a minimum of **two** technical papers including at least one highly-cited paper (>100 citations);
3. *Research and Development*. Present research progresses achieved during the past two weeks. Discuss any potential problems or issues. Provide any relevant graphs or diagrams to illustrate your results or ideas clearly. Review the progress of planned activities identified in the previous bi-weekly meeting;
4. *Discovery or Creation*. Discuss any new ideas, new findings, or new inventions;
5. *Service*. Summarize service work performed for the lab and assistance provided to other team members;
6. *Plan*. What is planned for the next two weeks? How does it fit in your long-term plan?

To minimize efforts, the following are *commonly-used shortcuts*:

1. Not following the plan laid out in the last meeting;
2. Start thinking about what to report just before the meeting;
3. Hurry to put the slides together in the last minute;
4. Fill up with 15-min of literature review and minimize the discussion on progress;
5. Alternatively, keep a straight face and say "no learning, no discovery, no service, and no slides"...