

Klotsa Group Meeting Agenda Guideline (created Sept. 16, 2016)

Agenda format:

Group meeting time: 1 hour

10-20 minutes:

At the beginning of group meeting, everyone can take 2-5 minutes to do any of the following...

- (a) update the group about what you've been up to.
- (b) share something you learned this week that others might find useful (something in class, a useful tool or command you discovered).
- (c) ask the group a question (if it takes more than 1-2 minutes to answer, we will send it to the "parking lot" and discuss it after group meeting).
- (d) other??

40 minutes:

Presentation: The second half of group meeting will either be a research talk or an informal presentation. If it is your week to present, please email a topic to the group ahead of time.

5 minutes:

For the final 5 minutes of group meeting, we will have our "whacky ideas" time. This is an opportunity to share crazy science ideas, science-related things you've heard on the radio or in pop-culture.

Help! What do I present??

If it is your week to present, you will be assigned either a research talk or an informal presentation. The following page describes how to prepare for each type of presentation. Keep in mind that this is an informal setting and an opportunity to get feedback and support on your project and ideas.

Research talk:

The research talk is an opportunity for you to share what you've done with the lab, and also to get feedback and to ask questions to the group members.

Your research talk should have the following components:

1. Introduction (or background)
2. Motivation or research questions
3. Methods
4. Results
5. Conclusions
6. Future directions
7. Acknowledgments

If you don't have results or conclusions, don't worry. Just discuss what you plan to do and what you expect the results to be.

If you have an upcoming conference or other presentation, use your research talk to get feedback on your presentation. At the beginning of your talk, be sure to tell the group what you are preparing for and the time limit.

Informal presentation:

The informal presentation is an opportunity to lead a "non-research talk" group meeting. You can use the time however you would like, but try to respect the 40 minute time limit.

Ideas for informal presentations:

1. Get feedback on a project idea
2. Tutorial (see the list of tutorial ideas at the end of the document)
3. Discuss ethics
4. Discuss research best practices
5. Share something learned in class
6. Describe analyses that worked (or didn't)
7. Discuss confusing results
8. Discuss interesting results

9. Get feedback on writing (**send the writing sample 1 week in advance)
10. Discuss a paper (**send the paper 1 week in advance)
11. Present a literature review
12. Talk about getting a job
13. Discuss the publication process

Ideas for tutorials:

1. How to keep a lab notebook
2. Creating publication quality figures
3. Creating a science poster
4. Presentation tips
5. How to write a paper
6. How to perform a literature review
7. How to give an elevator pitch
8. How to interview for a job
9. How to referee a paper
10. How to manage a bibliography
11. How to make a personal research website
12. How to use LinkedIn
13. How to use a research technique:
 1. IBAMR
 2. LAMMPS
 3. Visualizing data
 4. MATLAB
 5. C++
 6. Linux/terminal
 7. GitHub
 8. Killdevil/Kure

Results of brainstorming session on Sept 16.

Group meetings we find helpful:

- Feedback
- Less frequent meetings
- Practice talks
- Bring in extra people for feedback
- Tutorials
- Having an agenda
- Clear time limits

Not helpful:

- Long updates
- Too detailed updates
- Long discussion on a paper not relevant to everyone
- Presenting too frequently
- No agenda
- Not relevant talks
- Not knowing what others are doing

We think group meeting should...

1. be an opportunity to get feedback on ideas, results, presentations, etc.
2. broaden our backgrounds.
3. be an opportunity to exchange information important to everyone.
4. provide an opportunity to bring in guest speakers (librarians, research computing, researchers, etc.)
5. be a safe place to discuss ideas without fear of being judged (i.e. have a few minutes for “stupid things”).