A Quick Guide to LINs Lab

Dr. Tao LIN

December 26, 2022

All you need to know to survive in LINs lab!

All you need to know to survive in LINs lab!

Please check out our internal guidelines at

`https://github.com/LINs-lab/lab_internal_guides`

and try to follow the rules and suggestions.

Table of Contents

Why do we need efficient & effective communication?

Why do we need efficient & effective communication?

The role/fact of your advisor:

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)
- unwilling to waste time caused by ineffective communication

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)
- unwilling to waste time caused by ineffective communication
- would be unhappy for a not-well-prepared meeting

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)
- unwilling to waste time caused by ineffective communication
- would be unhappy for a not-well-prepared meeting
- has limited knowledge

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)
- unwilling to waste time caused by ineffective communication
- would be unhappy for a not-well-prepared meeting
- has limited knowledge
- but would always try to help YOUR research (unless disappointed)!

Why do we need efficient & effective communication?

The role/fact of your advisor:

- very busy (1:1 meeting could only last 30min-1h)
- unwilling to waste time caused by ineffective communication
- would be unhappy for a not-well-prepared meeting
- has limited knowledge
- but would always try to help YOUR research (unless disappointed)!

You are the primary responsible person
for YOUR research, career, and life.

Table of Contents

How to work with your advisor effectively: Frequent update

- Setting up a weekly meeting with your mentors is great.

How to work with your advisor effectively: Frequent update

- Setting up a weekly meeting with your mentors is great.
- But, do NOT stay silent during the week.

How to work with your advisor effectively: Frequent update

- Setting up a weekly meeting with your mentors is great.
- But, do NOT stay silent during the week.
- Nothing is more frustrating to learn that
  > the student got stuck 20 mins after the meeting last week in a meeting.

How to work with your advisor effectively: Frequent update

- Setting up a weekly meeting with your mentors is great.
- But, do NOT stay silent during the week.
- Nothing is more frustrating to learn that
  > the student got stuck 20 mins after the meeting last week in a meeting.
- Send frequent and concise updates along the way.

How to work with your advisor effectively: Don’t try figuring everything out yourself

- **(precondition)** Please first try to be independent!!!

How to work with your advisor effectively: Don’t try figuring everything out yourself

- **(precondition)** Please first try to be independent!!!
- BUT, If you spend 15 mins googling and still don’t know where to start,

How to work with your advisor effectively: Don’t try figuring everything out yourself

- **(precondition)** Please first try to be independent!!!
- BUT, If you spend 15 mins googling and still don’t know where to start,
- please reach out to your peers/mentors.

How to work with your advisor effectively: Don't try figuring everything out yourself

- **(precondition)** Please first try to be independent!!!
- BUT, If you spend 15 mins googling and still don't know where to start,
- please reach out to your peers/mentors.
- Asking for help is not a sign of weakness.

How to work with your advisor effectively: Manage meetings

- **Before** (at least 30 min): send results/agenda whenever they are available. Give your mentors time to digest them.

How to work with your advisor effectively: Manage meetings

- **Before** (at least 30 min): send results/agenda whenever they are available.
  Give your mentors time to digest them.
- **In the meeting**: progress update. Reserve the last 10 mins to discuss the next steps.

How to work with your advisor effectively: Manage meetings

- **Before** (at least 30 min): send results/agenda whenever they are available.
  Give your mentors time to digest them.
- **In the meeting**: progress update. Reserve the last 10 mins to discuss the next steps.
- **After**: Send a summary and an actionable plan to keep everyone on the same page.

How to work with your advisor effectively: Manage meetings

- **Before** (at least 30 min): send results/agenda whenever they are available.
  Give your mentors time to digest them.
- **In the meeting**: progress update. Reserve the last 10 mins to discuss the next steps.
- **After**: Send a summary and an actionable plan to keep everyone on the same page.

We use GitHub for this process!

How to work with your advisor effectively: Do not avoid meetings

When you make less progress or get stuck somewhere, it feels right to cancel the meeting as you have nothing to report.

How to work with your advisor effectively: Do not avoid meetings

~~When you make less progress or get stuck somewhere, it feels right to cancel the meeting as you have nothing to report.~~

- NO!

How to work with your advisor effectively: Do not avoid meetings

~~When you make less progress or get stuck somewhere, it feels right to cancel the meeting as you have nothing to report.~~

- NO!
- That's a TERRIBLE idea!

How to work with your advisor effectively: Do not avoid meetings

~~When you make less progress or get stuck somewhere, it feels right to cancel the meeting as you have nothing to report.~~

- NO!
- That's a TERRIBLE idea!
- Discuss the problems with your mentors/collaborators.

How to work with your advisor effectively: Do not avoid meetings

~~When you make less progress or get stuck somewhere, it feels right to cancel the meeting as you have nothing to report.~~

- NO!
- That's a TERRIBLE idea!
- Discuss the problems with your mentors/collaborators.
- Help them help you get unstuck.

How to work with your advisor effectively: One single slide deck

- Put ALL the progress/results/figures/discussions in one single slide deck.

How to work with your advisor effectively: One single slide deck

- Put ALL the progress/results/figures/discussions in one single slide deck.
- This saves 5 mins in the meeting locating files and trying to retrieve results two weeks ago when someone asks for it.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.
- Your advisor will forget everything you discuss the moment you step out the door.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.
- Your advisor will forget everything you discuss the moment you step out the door.

Suggestions:

- Treat your advisor as goldfish. Always provide high-level contexts first.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.
- Your advisor will forget everything you discuss the moment you step out the door.

Suggestions:

- Treat your advisor as goldfish. Always provide high-level contexts first.
- Just like talking to your grandparents, distill your work to its essence so that they can easily understand.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.
- Your advisor will forget everything you discuss the moment you step out the door.

Suggestions:

- Treat your advisor as goldfish. Always provide high-level contexts first.
- Just like talking to your grandparents, distill your work to its essence so that they can easily understand.
- Maintain meeting minutes that everyone agrees upon so you have consistent guidance.

How to work with your advisor: Communicate at the right level of abstraction

Facts:

- Your mentors are not going to know all the latest and greatest papers/tools/tricks nor the low-level details.
- Your advisor will forget everything you discuss the moment you step out the door.

Suggestions:

- Treat your advisor as goldfish. Always provide high-level contexts first.
- Just like talking to your grandparents, distill your work to its essence so that they can easily understand.
- Maintain meeting minutes that everyone agrees upon so you have consistent guidance.

That's why we need to use GitHub (before/after the meeting)!

How to work with your advisor: Asynchrounous communication I

- One topic at a time

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response
  - ✗Writing replies from scratch (top posting)

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response
  - ✗Writing replies from scratch (top posting)
  - ✓Writing replies below each topic (inline reply)

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response
  - ✗Writing replies from scratch (top posting)
  - ✓Writing replies below each topic (inline reply)
- Inline content

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response
  - ✗Writing replies from scratch (top posting)
  - ✓Writing replies below each topic (inline reply)
- Inline content
  - ✗I made an overview figure here and wrote down the math derivation here.

How to work with your advisor: Asynchrounous communication I

- One topic at a time
  - ✗Here are the results of the experiments we discussed. BTW, can you approve my conference travel expense?
  - ✓Conference travel expense - Approval required by April 20.
- Formatting
  - ✗Writing looooong free-form paragraphs.
  - ✓Writing structured, concise, clear texts. Formatting tools (bold, underscore, italic, itemize, enumerate, paragraph, line breaks) are your friends.
- Inline response
  - ✗Writing replies from scratch (top posting)
  - ✓Writing replies below each topic (inline reply)
- Inline content
  - ✗I made an overview figure here and wrote down the math derivation here.
  - ✓Embed the content inline.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?
  - ✓I am available in the following time slots. When will work best for you? Use calendar tools (calendly, google calendar) to avoid back-and-forth discussions.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?
  - ✓I am available in the following time slots. When will work best for you? Use calendar tools (calendly, google calendar) to avoid back-and-forth discussions.
- Agenda, agenda, agenda

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?
  - ✓I am available in the following time slots. When will work best for you? Use calendar tools (calendly, google calendar) to avoid back-and-forth discussions.
- Agenda, agenda, agenda
  - ✗Let's hop on a call and chat next week.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?
  - ✓I am available in the following time slots. When will work best for you? Use calendar tools (calendly, google calendar) to avoid back-and-forth discussions.
- Agenda, agenda, agenda
  - ✗Let's hop on a call and chat next week.
  - ✓Send clear meeting agenda with allocated time.

How to work with your advisor: Asynchrounous communication II

- Async sharing before sync meeting
  - ✗Describe your work and show results during the meeting.
  - ✓Summarize your work/results and send them for early feedback before the meeting. Make the best use of your favorite collaborative document platforms (GitHub in our case).
- Actionable next steps after a sync meeting
  - ✗Just talked. Brainstormed multiple ideas. Created a bunch of tasks.
  - ✓Decide WHO to do WHAT by WHEN.
- Give others control when setting up meetings
  - ✗When will you be available next week?
  - ✓I am available in the following time slots. When will work best for you? Use calendar tools (calendly, google calendar) to avoid back-and-forth discussions.
- Agenda, agenda, agenda
  - ✗Let's hop on a call and chat next week.
  - ✓Send clear meeting agenda with allocated time.

That is why we use "Slack" as our research platform!

Table of Contents

How to share progress (Design: Why do we want do this experiment?)

- Plz treat your mentors as goldfishes.

How to share progress (Design: Why do we want do this experiment?)

- Plz treat your mentors as goldfishes.
- Remind them WHY you did a particular experiment or implement a particular thing.

How to share progress (Design: Why do we want do this experiment?)

- Plz treat your mentors as goldfishes.
- Remind them WHY you did a particular experiment or implement a particular thing.
- This will provide the context for them to help interpret the results and steer the direction of your research.

How to share progress (Hypothesis: What do we expect to see?)

- Before showing your results,

How to share progress (Hypothesis: What do we expect to see?)

- Before showing your results,
- comment on what should have happened (if everything is correct)?

How to share progress (Observation: What did we see?)

- Show the (failed) results.

How to share progress (Observation: What did we see?)

- Show the (failed) results.
- Don’t just say “It doesn’t work.”

How to share progress (Observation: What did we see?)

- Show the (failed) results.
- Don’t just say “It doesn’t work.”
- Describe HOW it fails (with details and ideally in a self-contained manner).

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or
  - Here is HOW it fails.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or
  - Here is HOW it fails.
  - I feed X but somehow did not get Y.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or
  - Here is HOW it fails.
  - I feed X but somehow did not get Y.
  - I believe the core issues lie in steps Z and W.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or
  - Here is HOW it fails.
  - I feed X but somehow did not get Y.
  - I believe the core issues lie in steps Z and W.
  - I have ruled out W as the cause.

How to share progress (Interpretation: Is this expected/working? and Pls no “It doesn’t work.”)

After showing your results, comment on how the results align with or deviate from your expectations.

- Describe the detailed process you went through, the reasoning you, the methodology you adopt, and the interpretations of the results you got.
- Say something like
  - I’ve narrowed down the problem to step B.
  - Until step A, you can see that it works, because you put in X and you get Y out, as we expect.
  - You can see how it fails here at B.
  - I’ve ruled out W and Z as the cause.
- or
  - Here is HOW it fails.
  - I feed X but somehow did not get Y.
  - I believe the core issues lie in steps Z and W.
  - I have ruled out W as the cause.
  - Next, I will design experiments to isolate the step Z.

How to share progress (Visualization: Any better ways to see the results?)

Seeing the results with a good visualization helps

- deepen our understanding

How to share progress (Visualization: Any better ways to see the results?)

Seeing the results with a good visualization helps

- deepen our understanding
- spot the issues

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"
  - DO: "I plan to do X and then Y because of Z."

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"
  - DO: "I plan to do X and then Y because of Z."
- Remember that you are the main DRIVER of the project. Don't just wait for instructions.

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"
  - DO: "I plan to do X and then Y because of Z."
- Remember that you are the main DRIVER of the project. Don't just wait for instructions.
- This is a MUCH better way to solicit feedback b/c

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"
  - DO: "I plan to do X and then Y because of Z."
- Remember that you are the main DRIVER of the project. Don't just wait for instructions.
- This is a MUCH better way to solicit feedback b/c
  - your mentor will have sth. concrete to work on and

How to share progress (Actionable next steps: What steps would you do?)

- Remember to proactively propose the next steps so that we can make progress on the project.
- But
  - DON't: "Any feedback on the next steps?"
  - DO: "I plan to do X and then Y because of Z."
- Remember that you are the main DRIVER of the project. Don't just wait for instructions.
- This is a MUCH better way to solicit feedback b/c
  - your mentor will have sth. concrete to work on and
  - you get to understand why specific feedback was given.

How to share progress (Actionable next steps: Stick with the plan)

- Once you have an actionable plan that everyone agrees with, please stick with the plan.

How to share progress (Actionable next steps: Stick with the plan)

- Once you have an actionable plan that everyone agrees with, please stick with the plan.
- Quite often junior students may go ahead and work on some other tasks instead.

How to share progress (Actionable next steps: Stick with the plan)

- Once you have an actionable plan that everyone agrees with, please stick with the plan.
- Quite often junior students may go ahead and work on some other tasks instead.
- If you think the plan should be revised, TALK to your mentors and CONVINCE them.

How to share progress (Actionable next steps: Stick with the plan)

- Once you have an actionable plan that everyone agrees with, please stick with the plan.
- Quite often junior students may go ahead and work on some other tasks instead.
- If you think the plan should be revised, TALK to your mentors and CONVINCE them.

Try to use the feature of “GitHub Issue”
for better project management!

Table of Contents

Template 1: When reading a paper, please try to answer these questions (using 1-3 sentences).

- What is the problem? / How important is it?
- What are the insights? (something like principle; what are the intuitions; why is it possible to carry out the design of this method)
- What is the solution? / Is it feasible? (is the understanding approach appropriate; why this understanding approach is used; and is there a better understanding approach; can it be improved in terms of computational volume or memory)
- What is the takeaway message? (different from insights; what interesting phenomena can be observed after designing this method)
- Will this paper win the test of time award? (what does this paper really mean for the domain)
- Name one reason why this paper should have not appeared in NIPS, ICML, ICLR, etc?

Template 2

- What's New
- Key insight
- How it works
- Results
- Why it matters
- We're thinking

An example can be found in
`https://www.deeplearning.ai/the-batch/update-any-language-model/`.

Table of Contents

Please check out some other important advice!!!

- How to do research?
- How to keep track of literature?
- How to come up with research ideas?
- How to make steady progress in my research?
- How to give a great talk?
- How to write a solid research paper?
- How to give a strong rebuttal?
- etc

Please check out some other important advice!!!

- How to do research?
- How to keep track of literature?
- How to come up with research ideas?
- How to make steady progress in my research?
- How to give a great talk?
- How to write a solid research paper?
- How to give a strong rebuttal?
- etc

Please check out our internal guidelines at

`https://github.com/LINs-lab/lab_internal_guides`

Table of Contents

Two key tools

For progress control, we use
GitHub & LaTeX

Two key tools

For progress control, we use

GitHub & LaTeX

You can find some tutorials at

`https://github.com/LINs-lab/lab_internal_guides`

or please help us to add more details/examples.

Group meeting and 1:1 research meetings

Group meeting (weekly):

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.
- Each group member takes a turn during the semester to give a 45min-1h research talk presentation. Arbitrary research topics are welcome.

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.
- Each group member takes a turn during the semester to give a 45min-1h research talk presentation. Arbitrary research topics are welcome.
- Please check our random schedule (the link can be found in the repo).

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.
- Each group member takes a turn during the semester to give a 45min-1h research talk presentation. Arbitrary research topics are welcome.
- Please check our random schedule (the link can be found in the repo).

1-on-1 research meetings:

- The 1-on-1 research meeting (between PI and the group member) normally would last for 30 min-60 min (either English or Chinese), and at least once a week (depending on the group member).

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.
- Each group member takes a turn during the semester to give a 45min-1h research talk presentation. Arbitrary research topics are welcome.
- Please check our random schedule (the link can be found in the repo).

1-on-1 research meetings:

- The 1-on-1 research meeting (between PI and the group member) normally would last for 30 min-60 min (either English or Chinese), and at least once a week (depending on the group member).
- The group member should have English presentation slides prepared beforehand, using the template provided in the GitHub repo.

Group meeting and 1:1 research meetings

Group meeting (weekly):

- The group meeting starts with a round-table discussion
- (each uses 1-2 min to briefly describe the progress),
- followed by a formal research presentation (in English) by one group member.
- Each group member takes a turn during the semester to give a 45min-1h research talk presentation. Arbitrary research topics are welcome.
- Please check our random schedule (the link can be found in the repo).

1-on-1 research meetings:

- The 1-on-1 research meeting (between PI and the group member) normally would last for 30 min-60 min (either English or Chinese), and at least once a week (depending on the group member).
- The group member should have English presentation slides prepared beforehand, using the template provided in the GitHub repo.

Study group (weekly lecture):

We are launching a weekly study group on some crucial topics.

Thanks & Question Time!