

IEP Challenge 2: Team Meetings Preparation

In this project, each member is required to attend at least one team meeting and will be presenting in one meeting. We do receive marks for this so make sure you are prepared. That being said, they are very informal so don't feel too nervous about it. It's just a small room with a few other team members and a PGTA. Each meeting is only about 30 minutes long including time at the end to ask questions to the other specialist teams.

I - What you need to prepare in advance

Before your meeting you must prepare 2 things:

- One slide presentation
- Team progress report

They are both submitted on Moodle by going to the page for IEP challenge 2 and opening the tab labeled "Integrated Engineering (IE) Team Meetings". There is a link at the very bottom of the page under the heading "IE Meeting Submissions". The link should be named after your team number.

Each member must prepare a 2-minute presentation. It will be timed so make sure you don't run over 2 minutes. You have to make a slide in Microsoft PowerPoint (it has to be PowerPoint). You are only allowed one slide per person. The slides are all printed in black and white, so make sure they will look good when printed. I would suggest using a white background with black font. They will not be projected. Use diagrams to get all the necessary information in without cluttering the slide. You must submit this on Moodle by 11am on the Monday of your meeting.

For each meeting, the team must also produce a progress report. There is a template document on Moodle (a Microsoft Word Document), which you should download and fill in the boxes provided. This should only be done once so you can either assign someone to do it for the team or work on it together. Each member that is attending the meeting should submit the same report. This will be printed for each person at the meeting and includes a large

empty box for taking notes at the meeting. Each member should submit this document on Moodle by 11am on the Monday of the meeting.

II - What you need to do after your meeting

Each person that attended a meeting must submit an individual reflection by the Thursday just after that meeting. Submit it by going to the tab labeled "Individual Reflection" on Moodle.

You will have to answer the 2 questions on that page. Type the answers in a document and then copy and paste the text into the text box in the submission link.

III - Advice for getting top marks

- Remember that you will be presenting to people from different courses. Make sure that your presentation isn't too technical so that other disciplines can understand. Also try and relate your work to the project as a whole. Think of how your part influences everything else. Let them know why they should care.
- The assessment rubrics that the PGTAs will follow for marking the presentations and reports are available on Moodle under the "Assessment" tab. It is well worth taking a look.
- There are penalties for late submissions so try and submit everything well before the deadlines.
- Use your slide. Make sure you actually talk about what you put on the slide and explain what it means.

Don't submit late! Late slides won't be printed which will have a negative impact on your presentation.

I don't know for sure, but there is a possibility that asking questions and engaging in discussion at the end will improve your mark. This part isn't led by the PGTA so take the initiative.