

Guidelines for Conducting Lab Meetings

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1. Why Do We Have Regular Meetings?

Our regular meetings are not to judge your effort or progress but to collaboratively push the project forward. **We use this time to identify problems, find reasonable solutions, and plan our next steps.**

Remember, these meetings center around you, your research, your paper, and your project. Make them genuinely beneficial. If you believe there's nothing to discuss, it's okay to suggest skipping the meeting for that week.

Meetings offer a golden opportunity for other researchers, especially senior ones, to contribute to your project. Don't miss out if you have challenges!

2. How Can You Prepare for the Meeting? (Making Meetings Efficient & Organized)

You can choose among: 1) Google slides or 2) Google docs or 3) Notion pages or 4) Fei-shu.

Whichever you pick, remember:

- a. **Structure:** Your presentation should have three main sections: **Last Week's Progress** (also with brief review of last week design choose), Problem Discussion, and Next Week's Plan.
- b. **Clarity:** **Make as clean as possible.** Highlight key points which you'll elaborate upon during the meeting. Avoid excessive detail which might derail discussions.
- c. **Sharing:** If sharing experiments, provide **a consistent link** for uninterrupted access.
- d. **Focus:** **Spend less time on last week's progress. The emphasis should be on identifying current challenges, seeking solutions, and planning next steps.**

3. What Should You Do During the Meeting?

- a. **Ask Questions:** If there's anything unclear, ask. Not understanding could mean there's an opportunity to learn or that you've missed something crucial for the project.
- b. **Everyone is Equal:** Meetings are collaborative spaces. It's not about reporting and being reported to. Share your insights and ideas on the research. **If you think a senior or instructor might have overlooked something, bring it up — but always do so respectfully. Blindly following advice without understanding can lead to wasted time and resources. Prioritize open, efficient, and sincere communication.**

4. After the Meeting

- a. **Refine the Plan:** Based on the feedback and discussions from the meeting, revise and detail out your plan, making it more actionable.
- b. **Seek Expert Insights if necessary:** Engage with more experienced colleagues or researchers for further guidance or clarity on certain aspects.
- c. **Reflect on Progress and Questions:** Review the meeting and the past week. Assess the progress you made towards the project. Ensure you've addressed all questions raised during the meeting.
- d. **Learn from Seniors:** Understand the perspectives of senior researchers on the problems discussed. Analyze their feedback and determine how you can apply their insights and expertise to your project.

This doc is mainly inspired by and adapted from [Wanli Ouyang](#) and [Sida Peng's Note](#), thanks them a lot!