

# Weekly reports

- PPT format – ultra concise; the goal is to prepare me for what will be covered and discussed during our 1-on-1 meetings.
- 1<sup>st</sup> slide – What was accomplished the previous week.
- 2<sup>nd</sup> slide – Summary of the plans for the current week (not day by day, just what will be delivered) – sets expectations for what could be accomplished by the following week.
  - Ongoing experiments
  - Assays/data collection from previous experiments
  - Tangible progress toward completion of Figures (for those working on papers)
- 3<sup>rd</sup> slide – Plans for next week. The idea here is that there should be constant analysis and pivoting, as necessary to always ensure we are producing publishable data.

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## Appendix materials (postdoctoral fellows, MS and PhD students)

- Updated versions of Figures for papers in preparation, i.e., graphs with added replicates, new better images, etc.
- New results labeled and annotated + any preliminary analyses --- I need to start seeing your results in cogent summaries closer to real-time so that I can be more engaged in helping you.
- Summary of new readings – at least 3 new papers per week – ultra concise, list the citations and summarize what you learned from each paper and anything that we should consider adapting immediately or long-term.