IRL Guideline for Bi-Weekly Presentation
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The objective of the bi-weekly research meeting at WVU Interactive Robotics Laboratory (IRL) is to facilitate communication among team members, track research progress, and discuss new ideas. Additionally these meetings provide an opportunity for students to regularly practice presentation skills, as well as summarize, organize, and document their work. Materials prepared for these meetings may become useful for future presentations, technical papers, and thesis. Each graduate student will be asked to give an oral presentation to the entire group. The duration of the presentation should be approximately 20 minutes for Ph.D. students and 15 minutes for M.S. students. Each presentation should include the following components:

1. **Introduction.** Briefly discuss what has happened during the past two weeks.
2. **Learning.** Each Ph.D. student should review a minimum of five technical papers including at least one highly-cited paper (>100 citations), one recent paper (published within the last two years), and one outside topic (which has no immediate connection with our existing work). Each M.S. student should review a minimum of two technical papers including at least one highly-cited paper (>100 citations).
3. **Research and Development.** Present research progresses achieved during the past two weeks. Discuss any potential problems or issues. Provide any relevant graphs or diagrams to illustrate your results or ideas clearly. Review the completion of planned activities identified in the previous bi-weekly meeting.
4. **Discovery or Creation.** Discuss any new ideas, new findings, or new inventions.
5. **Service.** Summarize service work performed for the lab and assistance provided to other team members.
6. **Plan.** What is planned for the next two weeks? How these activities will meet the main objectives of the sponsored projects and/or benefit the long-term growth of IRL?