

Group Meeting Guidelines

Group Meeting dates and times can be found on the group website. These dates and times are subject to change based on Tonks' teaching and travel schedule. Students are not allowed to switch presentation dates without consulting Tonks first.

A. Research Meetings:

Every student and postdoc is expected to give a formal research powerpoint presentation (1 hour long or more) approximately every 3-6 months. These presentations should cover...

1. A thorough discussion of the background and motivation of your project.
2. A review of previous research progress.
3. A detailed presentation of current research progress, including primary data (NMRs, XRD, GPC data, kinetic plots, *etc*) and interpretation. Refer to specific notebook pages when discussing reactions.
4. A discussion on future research plans.

All research meetings should be uploaded to the group server immediately after they are given.

B. Literature Meetings:

Every student and postdoc is also expected to give a formal literature presentation approximately every 3 months. This presentation will take place the week after their formal research presentation. Students should pick one paper relevant to modern catalysis, inorganic, organometallic or organic chemistry and present the following...

1. A detailed background of the research that frames the chemistry/problem/hypothesis presented in the paper that has been picked.
2. A walkthrough of the experiments, data and conclusions of the selected paper.
3. A critical analysis of the paper—what did the authors do well? Is there any data missing, or flaws to their logic?
4. Suggestions for the impact of the paper—where will this find use? How does it apply to work in our group?

C. Subgroup Meetings:

In addition to formal powerpoint research meetings, each subgroup will meet every other week to discuss research progress and go over primary data with Tonks. Each student within the subgroup is expected to present on the whiteboard for 10-15 minutes and bring out printed copies of all relevant primary data to the meeting. This is not intended to be a comprehensive picture of all reactions carried out, but rather an update on progress or challenges that have been faced over the previous two weeks.

D. Supergroup Meetings:

Our research group will also be holding monthly “supergroup” meetings with the Tolman and Lu groups. These meetings will follow our research meeting format. It is critical that presenters thoroughly discuss the background and motivation of projects when presenting at supergroup, since much of the audience will be unfamiliar with your work. The purpose of these meetings is to get an outside perspective on your research and prepare you to present at conferences.

By signing below, you indicate that you have read and understand the content of this document.

Name: _____

Date: _____