

C.R.A.W.LAB One-on-One Meetings

August 20, 2018

Our weekly one-on-one meetings should be a high-level discussion of the research that we are conducting. To facilitate the desired level of discussion, please be ready to address all of the points below each week.

Results from the last week

- Discussion of Key Findings
 - Bring equations, figures, charts, plots, etc. Don't just tell me about them.
 - Bring good and bad results. Both are valuable.
 - Do the results match your expectations? Why?
 - What do they mean for your research?
 - We want to discuss the *results*, not what your tasks were.
- Having Problems?
 - What problem are you having? Be specific. "It doesn't work," is not enough.
 - Is it a theoretical problem or an implementation problem?
 - Where have you looked for answers? Have you consulted your labmates? The lab wiki? GitHub?
 - Have you found any papers that discuss similar problems?
 - What is your plan for finding a solution?
- Team activities
 - What are your undergrads working on? Are they making progress?
 - What is their plan for the next week? Give them explicit instructions after discussing with me.

Papers

- What 10+ papers did you look at this week? Maintain an explicit, running list in a dedicated reference manager (BibDesk, Mendeley, *etc.*). Have it ready to show me and discuss.
- Which 2-3 did you read in detail?
 - Why? What did you learn?
 - How do they apply to your work?
 - How do they relate to the field, as a whole?
- What types of papers are you going to look at during the next week?

Plan for the next week

- What are your next steps?
- What work do you expect to have done by next week? What results do you expect?
- Are we on schedule with respect to your Trello Board and/or Gantt Chart?
- What do *you* want to work on? What new ideas do *you* have?
- How do those fit into your research plan?

Long-term planning

- What conference deadlines are approaching? (*i.e.* What are you writing about?)
- What paperwork deadlines are approaching?
- What class deadlines/exams do you have coming up? How should your research schedule adjust to compensate?