

SUSLICK GROUP MEETINGS: Summer, 2017

(revised 6/23/2017)

9:00 am, MONDAY MORNINGS, except as otherwise noted by ► 33RAL for full group

6/5/17	Individual Meetings	A422 CLSL
6/12/17	No Mtg (KSS consulting)	
6/19/17	Research — Zheng	
6/26/17	Individual Meetings	A422 CLSL
7/3/17	No Mtg. — Holiday	
7/10/17	Research — Yurun	
7/17/17	Individual Meetings	A422 CLSL
7/24/17	Research — Hinman	
7/31/17	Individual Meetings	A422 CLSL
8/7/17	Literature — Brian Lee	
8/14/17	Individual Meetings	A422 CLSL
8/21/17	Research — Hyo Na Kim	
8/25/17	GROUP CLEANUP Friday	9:00 am - 4:45 pm, then Papa Del's
8/28/17	Individual Meetings	A422 CLSL
9/11/17	No Mtg. — Boston	
9/18/17	Research — Chen-Meng Kuan	
9/25/17	No Mtg. — Barcelona	

SMALL GROUP MEETINGS are informal gatherings to discuss research results, problems and ideas.

Be prepared: know what you wish to discuss and have the appropriate data available at the meeting.

Be succinct: conciseness is always appreciated.

LITERATURE TALKS should use 2 to 4 papers from a single author or on a single topic relevant to some aspect of our group's research.

- 1) Use papers from good journals (ONLY) from the past 2 years.
- 2) A brief handout for all group members should be prepared in advance; this should contain a list of the chosen papers,
- 3) 1 page summary of the important points of the chosen papers, a xerox of the abstract of each full paper, and a xerox of each short communication. Bring a complete copy of each of the full papers to the meeting.

INDIVIDUAL MEETINGS will be for candid evaluation of progress and goals.

At the time of the meeting, please have a typed, one-page, **three-holed** summary.

Two copies are needed: one for you and one for me. My copy is filed for future reference at the **next** individual meeting.

This summary should include:

- 1) your accomplishments since the last individual meeting;
- 2) a separate paragraph of your goals for the next 2 months; and
- 3) an attached copy of critical spectra, data, graphs, etc.
- 4) **be sure to integrate the description of your accomplishments to the attached figures. Always reference the figures in your text.**

RESEARCH TALKS should be 40 minutes long, semi-formal (PowerPoint), with a brief **handout** of important data, spectra, and conclusions.

THE DAY AFTER YOUR RESEARCH PRESENTATION DATE, PLEASE POST YOUR PRESENTATION ON THE GROUP SERVER, AFTER CORRECTIONS HAVE BEEN MADE.

MANUSCRIPT PRIORITIZING MEETINGS are a general meeting where plans are made for the next semester's paper writing. Papers in preparation are placed in the following four categories:

- 1) final draft (i.e., Ken's working on it)
- 2) rough draft (Ken's seen it, made suggestions, student's reworking it)
- 3) very rough draft (student's draft and Ken hasn't seen it yet)
- 4) not-started-yet-but-the-data-is-there (and Ken wants it written soon).

