How to prepare a discussion

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Smart Grid Subgroup Meeting

How?
- Discussion (Majority)
- Presentation (Support discussion)

Why?
- Exchanging information
- Seeking novel research topics
- Promoting collaborations

When? & Where?
- Wednesday afternoon 2:00 pm
- EIT 4152
Advantages for Discussion

- More information
- More efficient
- More collaborations
- More productive
- More participation
- Less burden
Three items prepared before meeting

- Clear discussion topic
- Necessary introduction on background
- Specific problems for discussion
## Requirements on preparation

| Discussion Topic | • Selected in advance  
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<th>• Brief but meaningful (Similar style like paper title)</th>
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| Background       | • Brief presentation recommended  
| Introduction     | • Supporting the discussion |
| Problems for Discussion | • Specific  
|                  | • Technical or Non-technical  
|                  | • Prepared in daily work |
Bad prepared discussion

- Boring routine
- Poor mutual participation
- Low quality presentation
- Little valuable information
- No fun No benefit
- People reluctant to attend
Well prepared in advance

- Preparation work has been significantly reduced (one topic, dozens of slides, couple of problems)

- Background introduction should be clear and straightforward

- Discussion problems should be well worth for discussion (Beneficial for all the members)

- Responsible for your own work and Respect colleagues’ attending
Suggestions for presentation

- **Short**
  - Introducing *background and specific problems* for discussion

- **Simple**
  - Focusing on *content* rather decoration

- **Logical**
  - Reasonable *outline* with *clear* structure

- **Straightforward**
  - Key words only

- **Any Format**
  - Well organized *slides* or *key content highlighted* paper
Meeting Process

0. Sending discussion topic, background introduction and discussion problems to coordinator before meeting

1. Introducing background with presentation

2. Listing specific problems for discussion

3. Open discussion

4. Selecting next discussion topic