

## Mathew Lab Meetings

In the Mathew Lab, we hold weekly lab meetings, during which the entire group gathers for about an hour. The meeting times may vary each semester. Attendance is expected from all lab members.

### What to Expect During Lab Meetings

Lab meetings are an important forum for communication and collaboration. Here's what typically happens:

#### 1. General Lab Business

Each meeting starts with a discussion of general lab business. This is the perfect time to bring up issues or share information that benefits the entire group. Examples include: any issues with the fly food preparation, any problems with the fly incubators or other equipment in the lab, issues with ordering reagents and supplies.

#### 2. Short (5-10 min) Presentations by each lab member

After the general discussion, each lab member will present what they were up to in the previous week and talk about their plans for the upcoming week. These presentations can include presenting graphs or other forms of data collected. If you wish to present data or other types of information, please gather your information as a PowerPoint slide(s) and prepare to set up the projector to connect to your laptop.

### Common Presentation Topics

1. **Project Updates:** Briefly review the background of your project (why it matters, the problem it addresses), summarize old data, and focus on new findings or challenges.
2. **Practice Presentations:** Prepare for an external talk by practicing in front of the lab.
3. **New Ideas:** Present the motivation and plan for a new project.

### Purpose of Lab Presentations

Lab presentations are opportunities to workshop ideas, troubleshoot issues, and get feedback. They are not final or polished talks; instead, they are a chance to discuss work-in-progress.

*I understand that you may not have data to present each week. But I want to see that you are making progress toward collecting data, even if the progress is small.*

### Tips for a Great Lab Presentation

Consider including the following elements to make your presentation engaging and productive:

- Mistakes you've made and what you've learned from them.
- Both positive and negative data points.
- Detailed data—the more specific, the better for understanding.
- Unresolved questions or things you don't yet understand.
- Requests for advice or suggestions about next steps.
- Resources you may have generated/created/developed/optimized.

### Lab Meetings Are NOT:

- A place to fear being wrong. Mistakes and misunderstandings are part of the process. Use the feedback you receive to improve and learn!

Lab meetings are an essential part of our community. They offer a chance to collaborate, support one another, and grow as researchers.

**Thank you for your participation and contributions!**