Introduction

Eike Zeller

PhD candidate, 2nd year of candidature

One year in old system, one year in new group structure

Main Projects: Design and fabrication of integrated optofluidic sensors

Officially Member of Integrated Optics Sub Group

A lot in common with Lab-On-Chip Sub Group
Main change: Regular group meetings instead of regular individual meetings

Integrated Optics Group Meetings

- Members: 1 Prof, 3 Post Doc, 6 Students sometimes guests
- Duration: 2-2.5 hours
- Frequency: weekly Friday afternoon
- Quite informal

Course of the group meeting

- Every student reports on project progress and actions of passed week
- Some students prepare Power Point presentations
- Problems and future methods are discussed
- Actions are defined and recorded in the minutes
- Additional individual meeting may be scheduled
- General items are discussed
Pros

• Feedback from a broader audience than only your supervisor
• Feedback from other sub-groups like the “Lab-on-Chip group”, all experts in one place
• Presentation of your project has to be carried, so that every group member understands it
• Power point presentations let you keep track of your progress
• Good moderation of the group leader to clarify problems and projects so that everyone can understand them
• Sometimes presentations to and from external visitors
• More time for spontaneous meetings with your supervisor during the week
Cons

- Time seems too short to discuss your own project in sufficient detail
- Other projects seem to go into too much detail, hard to follow and concentrate
- Loss of time to recap your own project so that the whole group understands
- Compiling of Power Point presentation can be time consuming
- Hard to concentrate after 2 hours of meeting
- Could be more efficient if projects were related closer
- Sometimes it feels like Friday is lost
Suggestions for improvement

• Make meetings less frequent, maybe fortnightly
• Maybe alternate “Integrated optics” and “Lab-On-Chip” meeting
• More room for individual meetings in between
• Schedule more project based meetings

• Introduction of time limit (e.g. 5 min presentation, 10 min discussion)

• Ensure meetings start on time