

# Group meeting running system

The new group meeting will include four research groups: NTU group (Prof Mo Li), PolyU group (Prof Yuanqing Zheng), CityU group (Prof Zhenjiang Li), and UCM group (Prof Wan Du). For each group meeting, we have three things to determine: (1) presenter (2) paper (3) meeting time.

## 1. Paper

- 1) We try to maintain a paper pool with at least 10 papers so the presenter can choose based on his/her expertise.
- 2) In each group, there is one coordinator. The coordinator collects papers from his or her group mates and puts them in the temporary paper pool. In the beginning, each attendee should provide at least one paper to the coordinator. Attendees can also provide their interested papers at any time, and the coordinator will update the temporary paper pool on a weekly basis.
- 3) We run a voting system for attendees to evaluate whether they are interested in the papers in the temporary paper pool. If interested, attendees will vote YES, otherwise vote NO. Voting system runs every week unless there are no new papers updated in the temporary paper pool.
- 4) Papers with less than **10** votes will be deleted from the temporary paper pool, resulting in a paper pool.
- 5) If the paper number is less than 10 in the paper pool, we will repeat the above 2-4 steps to update the paper pool.

## 2. Presenter

- 1) Attendees should register with the coordinator of the group.
- 2) The coordinator assigns a presentation number to each attendee.
- 3) Then we use an online random number generator to generate the presentation order via a live meeting.
- 4) After that, we cycle through the presentation in this order.
- 5) When it's your turn, you are supposed to select a paper from the paper pool and send an email **7** days in advance to all the attendees.
- 6) The presenter has at most 30 minutes to present a paper, and after the meeting, we have the Q&A session.
- 7) The presenter is always welcome to present his/her own published paper.

## 3. Meeting time

Every Friday from 10:00 to 11:30 (GMT+8) via Zoom.