

Dropbox progress reports

Please add in your share dropbox folder the following documents. **Create a subfolder for each category of documents.**

1) Weekly progress report

A progress report is due every week (except during holidays and conferences) even when no meeting is taking place.

Add your weekly reports in the appropriate folder as a pdf file before the beginning of the meeting. Please name the file according to the following model:

First letter of first name followed by 3 first letters of last name_year_week number.pdf
(example: jcin_2016_21.pdf)

Your report should contain the results of the week with comments (problems, experimental difficulties, interpretations, conclusions, etc.). A short plan for the forthcoming week should also be provided at the end of the report.

Handwritten reports are also fine but should be scanned (level of grey, 300 dpi) and stored as pdf.

If you want to discuss your report during the meeting, please add a second copy of your report in the dropbox folder "presentations" at least 15 min before the meeting.

2) Research Presentation

Create a PowerPoint or Keynote presentation of your results (one per project if you have more than one project) that you can use for discussion with guests as well as for the group meeting research presentation. Please update weekly the presentation with your new results. Please label it as under point 1) with a suffix "_rp" (example: jcin_2016_21_rp.pdf).

3) Reports and Miscellaneous documents

Add in your dropbox folder all the documents related to your research such as intermediate reports, projects, retrosynthesis scheme, etc. Use the same method as above to label the documents using as suffix describing the nature of the document (example: jcin_2016_21_report.pdf).

4) Publications

Create separate folders for manuscripts in preparation (manuscript_1, etc.).