

## Closeout Meeting Requirements

Closeout meetings shall be conducted to review project performance, the deployment plan, and any needed next steps.

At the closeout meeting, the following requirements must be met for presentations:

- Use either MS PowerPoint or Adobe PDF
- Presentation should be between 20 – 30 minutes in length

The Research Performance Coordinator will use the last 5 – 10 minutes of the webinar to cover lessons learned,

The presentation must include:

1. Title Slide/Page - PM Name, PI Name, School, Contract Title, Contract Number
2. Presentation Outline
3. Project Subject Background
4. Project Objectives
5. List task outline from the scope of services, and then list and discuss the completed research activities/findings for that task, repeat for each task
  - a. List task 1 from the scope, list and discuss research activities conducted to fulfill task 1 (research conducted)
  - b. List task 2 from the scope, list and discuss research activities conducted to fulfill task 2 (research conducted)
  - c. Etc....
6. Summary of Research Conclusions
7. Recommendations
8. Project Benefits – Qualitative and Quantitative
9. Implementation Items (if any)
  - a. Software, Physical Product/Device, policy, procedure specification, etc.
  - b. Does this project have potential for commercialization?
10. Implementation Location – Please indicate where the implementation will take place.
11. Rough estimate of unused Expenses (if applicable)
12. \*Equipment - NH Number/Any untagged equipment
13. Workforce Development – List the students that worked on the project – For those that graduated, please include classification, field of study, year of graduation, company student will be employed after graduation, position title of the job
14. Closing Slide/Page

PI = Principal Investigator, PM = Project Manager, RPC = Research Performance Coordinator

\* Research Center POC for all equipment is Ta'rika Green, [Tarika.Green@dot.state.fl.us](mailto:Tarika.Green@dot.state.fl.us)