

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

Presentation *must* include:

1. Title Slide/Page
 - a. PM Name, PI Name, School, Contract Title, Contract Number
2. Presentation Outline
3. Project Benefits
 - a. Qualitative
 - b. Quantitative
4. Implementation Items (if any)
 - a. Software, Physical Product/Device, policy, procedure, etc.
5. Introduction
6. Project Subject Background
7. Project Objectives
8. 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...
9. Summary of Research Conclusions
10. Recommendations
11. Further research needed (if any)
12. Closing Slide/Page
- 13.

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