This worksheet is provided to help you prepare your weekly colloquium report. You may use this form during class to help you take notes about the lecture. However, your final report should be submitted electronically by using the appropriate link on the course web page. Your report should be based on the entire talk that you attended. It should provide substantially more information than is available in the abstract posted for the lecture. (Please do not copy directly from the abstract!)

**Problem Domain:** What is the speaker's background? If they come from academia or an industrial research laboratory, in what area do they do their research? If they work in industry, what type of products are they developing?

**Problem Statement:** What research or development problem did the speaker or their colleagues attempt to solve? Why was it important for them to undertake the work that was outlined in their talk? What benefits did they hope to achieve?

**Proposed Solution:** How did the speaker and their colleagues solve the problem that was described? What was/were the solution(s) that they have proposed? What was so innovative about the proposed solutions? If you don’t understand the technical details, try to jot down whatever “keywords” you heard (try to figure them out using wikipedia afterwards if you like).

**Evaluation:** What evidence was provided to substantiate the superiority of the proposed solution? For example, was it faster, did it cost less, did it use less resources, was it easier to use? What tests, if any, were performed to demonstrate that better results had been achieved? Again, don’t worry if you don’t understand the details. Just try to write down your impressions.

**Asking One “Burning” Question:** Try to write down one “burning” question you have during the presentation, no what how stupid or harsh it may sound.

**Presentation Critique:** Do you think the speaker did a good job motivating the problem, and define the problem clearly for someone like you who may be a “non-expert” on the topic? Why or Why not? Did you understand most of the talk (or 75%, 50%, 25%, 5%, 0%)? Did the speaker inspire you to want to learn more about what he/she is doing? If you have to rate the presentation from 0 (poor) to 5 (excellent), what score would you give?