

Sep 16, 2026

Prep Session for EDGE AI workshops on Sep 24

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Attachments  Prep Session for EDGE AI workshops on Sep 24

Summary

Workshop logistics and presentation strategies were finalized to align timing and delivery for the developer-focused session.

Presentation Structure and Content

Presentation segments were structured to prioritize a pre-recorded demo followed by technical instruction. This approach establishes audience expectations before diving into deeper system architecture details.

Timing and Platform Logistics

Participants decided to address clarifying questions live during the presentation within the 1 hour and 15 minute schedule. Technical transitions will be managed through a centralized streaming platform.

Audience and Promotion Strategy

The workshop targets individual developers through hands-on materials and opportunistic training. Promotional efforts will leverage professional social media channels to maximize reach.

Decisions

Aligned

- **Conducting question and answer session at the end** Andrea Richetta and Majid Fekri agreed to conduct their question and answer session at the very end of their presentations.

Next steps

- ☐ [Andrea Richetta, Majid Fekri] Prepare call-to-action: Develop a specific call to action to present at the end of the workshop sessions.
- ☐ [The group] Promote event: Promote the upcoming event on professional social media platforms including X and LinkedIn.
- ☐ [The group] Upload materials: Upload all presentation slides and materials to the StreamYard platform as a backup.
- ☐ [Name not available] Extend connection time: Request that Rosina extends the pre-stream connection window to 30 minutes.

Details

- **Workshop Structure and Presentation Length:** Andrea Richetta outlined that their introduction to Arduino and focus on the UNOQ hardware would last 10 to 15 minutes. An unnamed speaker emphasized the importance of including a clear call to action at the end of each slot, encouraging attendees to buy or download materials to replicate the workshop content. Majid Fekri questioned how deep the technical instruction should go, and an unnamed speaker advised starting with a high-level overview of the system architecture before diving into lower-level details. Tara Khani noted that Andrea Richetta would present initial slides for 10 to 15 minutes before handing the stage over.

- Project Demo Content and Call to Action:** Majid Fekri shared a screen displaying the Arduino Project Hub page for building an AI voice assistant kiosk, stating they plan to walk users through the components, architecture, and documentation. Majid Fekri proposed starting with a pre-recorded YouTube video demo to show the final working outcome upfront, which an unnamed speaker and Andrea Richetta praised as an effective executive summary to set audience expectations. Tara Khani suggested mentioning giveaways of Arduinos to incentivize engagement and highlighting the larger 16-gigabyte industrial Ventuno Q project as part of the final call to action.
- Meeting Timing and Schedule:** Roberto Morabito clarified that the overall presentation window is 1 hour and 15 minutes, ending before the 9:30 slot, which includes a buffer for wrapping up questions. An unnamed speaker stated they will handle an initial 15-minute institutional introduction covering the working group, chair, wiki, and daily agenda before handing over to Andrea Richetta and Majid Fekri. Majid Fekri estimated their own slot would take roughly 30 to 45 minutes, allowing ample time for a break and a question-and-answer session.
- Audience Interaction and Q&A Approach:** Majid Fekri raised a question about whether audience questions should be addressed immediately or held until the end of the session. Roberto Morabito and Andrea Richetta expressed support for handling clarifying questions immediately if a topic is unclear, while Tara Khani stated a personal preference for saving questions until the end. Majid Fekri agreed with favoring live interactions during the presentation.
- Technical Platform and Live Stream Logistics:** Akshaya Nagendra inquired about how multiple presenters should share screens, prompting Roberto Morabito to explain that screen transitions are managed through the StreamYard live streaming platform. Roberto Morabito recommended uploading presentation materials directly into StreamYard in advance to prevent audio or technical glitches. An unnamed speaker suggested that presenters connect 30 minutes early to check network and electricity stability, and noted that StreamYard features both a private chat for panelists and a public chat for attendee questions.
- Event Promotion and Target Audience:** Majid Fekri and an unnamed speaker stressed the importance of actively promoting the event on platforms like X and LinkedIn to maximize reach, with the unnamed speaker encouraging collaboration with Rosina and Peter to distribute materials through official

channels. Tara Khani asked whether the target audience consists primarily of individual developer builders or larger industrial segments, leading Akshaya Nagendra and an unnamed speaker to confirm the workshop is developer-driven with hands-on GitHub downloads and device purchases. An unnamed speaker added that workshops offer flexible, opportunistic training compared to formal six-month forums.

- **Status Updates and Next Steps:** Akshaya Nagendra confirmed that preparations for the generative AI workload and vibration monitoring slots are on track, with content currently awaiting legal approval. An unnamed speaker noted that Nick is scheduled to upload the final version of materials on time, and Roberto Morabito affirmed that everything is looking promising before concluding the meeting.

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