

## ***Guidelines for the Project Presentation – The Engineering Design***

Copies of the proposal will be provided to the faculty committee members prior to the presentation. The objectives of this presentation to the faculty are:

- ***Introduction & Problem Statement.*** Provide a **brief** overview/need/motivation of your project and address the need/motivation, goals, and objectives for the project.
- ***Requirements.*** Address the specifications for the project and give a rationale as to how you arrived at the specifications.
- ***The Proposed Design.***
  - What is the high-level design?
  - How does it work (how do the pieces fit together to make the whole)?
  - What are the design details of the sub-components?
  - What are the major technical issues that need to be addressed? How are you going to address them?
  - How does the proposed design meet the requirements?
  - What different alternatives have you investigated? Be prepared to discuss the alternatives and be prepared to defend your decisions.
  - Use this opportunity to get help from the faculty in terms of different approaches to the problem.
- ***Project Plan.*** I would suggest a 1-2 slide summary of the project plan on which you identify the major areas of technical responsibility and estimated development costs.

### **Ground Rules**

- Prepare for a 20 minute presentation. The total time slot for the presentation with Q&A is 30 minutes. **We will cutoff presentations that exceed the time limitations.**
- Presentations will be held in EE conference room in the EE office.
- Use PowerPoint for your presentations. Bring the presentation to the conference room on a USB flash drive or CD-ROM (backup is recommended).
- Presentations are to be held between 3 November and 19 November. If you cannot schedule your time during this week, the exam time during 17 December is also available. The teams are expected to find a suitable meeting time for the students and their mentor faculty and reserve the EE conference room with Bonnie Jarrell in the EE office. **Notify me by email of the presentation time once it is selected.**
- Service Dress – *not working uniforms* – for presentations.

### **Grading Scale that will be used by the Faculty**

Scoring: 1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Very Good, 5 = Excellent

1) Presentation Ability (20%): Factors to consider include:

- Were the members able to engage the audience? Did they make eye contact?
- Did they speak clearly, with grammatically correct sentences, and use proper word choice?
- Were they able to explain concepts and theories? Were they able to clarify ideas and respond to questions?

- 2) Team Presentation Rating (20%): Factors to consider include:
  - Was the presentation well-organized? Did the order and flow of the slides make sense?
  - Were the slides laid out clearly and legibly?
- 3) Technical Content Score (60%): Factor to consider include:
  - Did the team have a clear design architecture and description of the design?
  - Did the team develop the design to an appropriate level of detail for this phase of the project?
  - Did the team demonstrate a clear technical understanding needed to start executing the project next semester?
  - Did the team adequately justify their design decisions and present the alternatives?
- 4) What are the strengths of the team and what have they done well?
- 5) What should the team do to improve?
- 6) If you had to assign a letter grade to the team for their overall performance so far, what would it be (not used in determining the score)?