

## Assignment #5 (Team): Team Oral Presentation

### Overview and Context

At this stage of the semester-long series of assignments, as a team, you will deliver a short technical presentation of your major project. The presentation should be a “pitch” to persuade your audience that your approach/solution is the best option for the problem you identified.

Refer to the lecture slides and your notes for information about oral communications/presentations.

### Instructions

Successful presentations must include the following components:

- A brief, clear description of the problem you are addressing (with specific reference to the relevant United Sustainable Development Goals)
- An introduction/contextualization of the product you have identified
- A brief description of the solution you have proposed
- A discussion of the perceived impact on/benefit to relevant stakeholders
- Analysis of the product modification/improvement (solution), expressed through the four analytical Smart Design lenses

*Note: there will **not** be a question-and-answer period.*

### Time Constraint

Diligent timekeeping is an important part of delivering presentations. All team presentations must *not be shorter than 7 minutes and not exceed 8 minutes*. This is a *firm* time limit. Group with three members have *between 6 and 7 minutes*.

### Visual Aids

Teams must include *presentation slides* to enhance their presentations:

- **All presentation visuals are due before 11:59 p.m. on March 27 via Brightspace.** (These are the visuals that will be used in your final presentation.)
- Your final presentation visuals *must be uploaded in .pptx (Microsoft PowerPoint) format*. (I will bring these files to class on the presentation days, and you will present using my files, not your own). **No changes will be allowed after your submission.**
- *This is a group assignment, so only one member per group needs to submit the .pptx file.*

### References

Teams *must reference all sources of information* that they use in their presentations—including images—using IEEE format. One way to do this is by including in-text citations within the presentation slides and a reference list on one or more slide(s) at the end. Alternatively, you could choose to include in-text citations and references on each relevant slide.

### Logistics

**PowerPoint File Due Date:** Monday, March 27 at 11:59 p.m.

**Presentation Days:** Tuesday, March 28 (Teams 1–7); Thursday, March 30 (Teams 8–13); and Tuesday, April 4 (Teams 14–19) during class time.

**Weight:** 10% of final grade.

### Tips

The final project submission (report and presentation) is a group effort, and every individual must contribute for a successful project. *Every team member must deliver an equal part of the presentation.* I can assign individual (rather than group) marks as I see fit (e.g., for those students who do not make an appropriate contribution to the group effort).

If you are not present during your final project presentation, your mark for the final presentation will be 0. You are expected not only to show up, but also to be attentive and respectful of your colleagues.

If you are not present for *all three* presentation days, your mark for the final presentation will be 0. All students must stay until the presentations are complete and they are excused.

*Students who talk during their classmates' presentations will be asked to leave the room. They may be assigned academic penalties.*