APPENDIX 1

MCFE Presentation - Team Checklist – Page 1 of 2

Each team member must review, sign (on page 2) and give to your Faculty Advisor the day before your final presentation. The completed checklist is the team's statement that everything checked has or will be done as noted.

Presentation Logistics

- The MCFE Office has been notified of the number of people who will be attending the presentation from company two weeks prior to the final presentation.
- We have the client's cell phone number, and the client has at least one team member's cell phone number.
- We have professionally prepared reports and/or slides (sent to client (s), Faculty Advisor, Faculty Director and one for the MCFE office). The page following the cover sheet includes provided MCFE Program description (Appendix 5).
- We have other copies of the report and/or slides that can be sent (for key visitors and others as needed).
- Handouts of slides/presentation are ready to be sent out **before** our presentation.
- We will clearly communicate at the introduction of the presentation if we would like questions to be held to the end of the presentation (or not) but are prepared to answer questions anyway if the client asks
- Cover Page of slides, reports, etc. must include names of team members, Faculty Advisor, client name and logo, Babson logo, and the name and date of the project. (See Exhibit 6)
- Each page of the report and presentation includes the Babson name. (See Exhibit 7)
- The font, font size and color selection used in our slides can be easily read.
- We have integrated the MCFE Program Description and Contact Information (Appendix 5) from this manual into our final report.
- We have included a slide in the beginning of the presentation that clearly summarizes the Core Question and objectives and scope of the project, as was agreed in the Engagement Contract.
- Both presentation slides and paper have resources clearly documented and are carefully edited with pages and each slide numbered.
- The team has allowed enough time for set up and to check technology (i.e. at least 30 minutes before the client comes online or scheduled presentation time;, all team members must arrive at least 30-45 minutes in advance to set up and test the equipment)
- We have a backup plan and are prepared to do our presentation even if the technology fails.
- We have prepared for and practiced answering tough questions that may be asked in Q&A.
- We have read, discussed and incorporated best practices from the "Approaching the Finish Line" article and accompanying video

Presentation Etiquette

- We have dressed professionally and look like a professional team.
- We will avoid referring to the client as “you guys.”
- Proper introductions are made (using first and last names) of all team members and Faculty Advisor.
- In our introduction or ending of the presentation, we are prepared to acknowledge the contributions of our client.
- Every member of the team is prepared to present and answer questions about each section of the paper (in addition to the level of expertise regarding their own well-rehearsed section).
- We have prepared a strong ending with Thank You’s to our client.
- We have allowed enough time for our client to digest the presentation and report, and allowed for Q&A and discussion with our client following the formal presentation.
- All cell phones and laptops (other than equipment used for presentation) are turned off.
- When using personal laptops, we have carefully turned off any automated programs such as email and Facebook, so that messages will not pop up during the presentation.
- No one is chewing gum or eating at the presentation.
- Team will direct their full attention to the client and we will practice good eye contact and if virtual with our computer cameras during the presentation.
- To the extent possible, we will be conscious of not fidgeting or constantly touching our faces or hair during the presentation.
- If virtual, we will make certain that our faces are illuminated and in full view during the presentation.
- If virtual, we will ensure that the background behind us is non-distracting. You may want to create an artificial background with the client logo or representative photo.
- If virtual, we will mute our microphones when not speaking and be sure there is minimal background noise when speaking.
- If virtual, we are prepared to deal with sound or connectivity issues. The use of headsets is encouraged if needed
- If virtual, team members will not “read” the slides and will speak into the camera
- Overall, team members are prepared to model a high performing team while managing client impressions
- We are prepared to speak clearly with the appropriate volume so everyone in the room or on the call can hear.

Faculty Advisor Signature:

_______________________________ Date: ______

Team Member Signatures:

_______________________________ Date: ______ _______________________________ Date: ________

_______________________________ Date: ______ _______________________________ Date: ________

_______________________________ Date: ______ _______________________________ Date: ________