

Final Presentation

Capstone Computing and Software Engineering Projects

Questions

Your presentation should answer the following questions:

1. What was the problem that the group was attempting to solve?
2. What were the main challenges, and how was each of these overcome?
3. If you are finishing this semester, has your work succeeded in meeting the project requirements? If you have another semester to go, are you on track and what are your plans for the remainder of the project?
4. Why should we care about your project?

Duration

We are allowing for 5-7 minutes per student, plus 5 minutes for questions per group. We are also allowing 5 minutes for change-over between groups, so please be efficient about packing away and setting up. Please try to keep within those limits – much less and we may not be able to accurately mark your presentation while too much more cuts into the time of others.

Marking

We will be looking at each individual's presentation skills and knowledge of the subject matter. We will also be looking to see how well the team works together in the presentation. A marking guide is available on Blackboard.

We will be recording all presentations, so that if you wish to discuss the marks you receive we have something to base this discussion on. The recordings will be kept for at least one semester, as part of the assessment. We intend to use the recordings of several presentations as examples, so please let us know if you do not wish yours to be used in this way. We may also be required to provide them for accreditation purposes as with any assessment.

Facilities

The venue (see Blackboard) has a projector and lectern computer. I'd advise you all to visit the venue as part of your preparation.

Attendance

A schedule will be posted shortly before the day of the presentations. Groups will present as per the schedule. Groups who have chosen to submit video presentations will have these played, instead. While attendance is not compulsory, it is highly recommended.

Feel free to invite others to attend, especially if you think you are a strong chance to win one of the prizes. Several people from outside of the department will be invited, as part of a move to open project proposals to the wider Curtin community.

General

Lunch will be provided in the foyer outside of the presentation venue. We will also take brief breaks for morning and/or afternoon tea.

After the last presentation has finished, the awards will be announced and the winners will be presented with their awards if they are present.

Advice

Like anything else, presenting well requires practice. The markers will be able to tell the difference between a group that is having their first run through the presentation, and one that has run through it together several times. Practicing your presentation also allows you to check on your timing – the easiest way to lose many marks in your presentation is to go well under the minimum time.

Not every marker or audience member will know every presenter. Make sure that the team is properly introduced at the start of the session (preferably in the order in which they'll be speaking) and that the names are written on a slide (possibly the first, or a separate one for introductions). Make sure that your hand-overs to each other during the presentation are clear; saying something like "and now Bob will discuss..." is a good way to cue the next person, remind markers of their name and also indicate that you know what Bob is about to speak about. Some teams put the name of the team member on each slide that they present (say, in the footer). This isn't necessary, but isn't a bad idea.

You will want to look like a team, act like a team and present like a team. If five people present, with four wearing very formal attire and one in shorts, it becomes obvious that this aspect wasn't coordinated. If each team member has their own style of slides, font, etc, then this also decreases the impression of togetherness. Having someone change slides for the speaker isn't a bad idea in some cases.

Live demos are great – when they work. There's nothing that demonstrates your confidence in your product than demonstrating it live or even having the audience test it. Just make sure to have a backup – perhaps a video or screenshots. If the network fails or the device you were meant to be using spontaneously combusts, you need to have an alternative way to demonstrate your work.

On that topic, don't put all of your slides somewhere online and hope that they're available. I'd even suggest having several copies with you. If you need to use a particular laptop or device, test it in the presentation venue several days beforehand so you know it'll work there. It's also useful to check your slides on the projected screen, because fonts and colours can look very different, especially if the projector isn't brand new.