

## INTERIM DEMO GUIDELINES

The Interim Demo provides an opportunity for students to demonstrate how much progress they have made in their project implementation. During the Interim Demo, students exhibit modules or components of their project that are fully and/or partially functional to their supervisors and administrators. Students are expected to justify the design and implementation decisions and demonstrate their understanding of their design/implementation. This demo is also an opportunity to ask questions and seek feedback or direction from supervisors and administrators. This is a graded assessment of your progress and performance to date.

### **Students:**

- Prepare a maximum of 5 minute presentation.
- Briefly describe the design/implementation.
- Explain any changes made since the proposal phase and the rationale behind those changes.
- Include the system block diagram on one full slide and explain the project functionality and design methodology.
- Describe which blocks (sub-blocks) are functional, under development, or facing challenges.
- Include the project Gantt Chart and discuss project progress. Optionally, integrate progress tracking within the system block diagram.
- Demonstrate any part of your project that is fully or partially implemented.
- Be ready to answer questions regarding your design, methodology, and results.
- Prepare a short summary slide outlining next steps and remaining milestones.

### **Administrator:**

- Schedules and organizes the Interim Demo meeting.
- Attends the meeting and ensures effective time management.
- Evaluates project progress and asks questions to verify understanding, and technical depth.

### **Supervisor:**

- Attends the meeting.
- Provides technical direction on the next steps of the project.
- Evaluates methodology, and technical progress.

### **Meeting Details:**

- Each meeting is typically about 25-30 minutes. In some cases, a follow-up meeting may be scheduled.
- Arrive on time and be prepared to present.
- Suggested meeting order (run by the Administrator):
  - 1- Students: Present.
  - 2- Supervisor: Follows up with questions and provides directions on the next technical expectations.
  - 3- Administrator: Provides feedback and asks questions.
  - 4- Students: Ask questions.