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| **UCA** | * Check Attendance—note any absences or lates * Close this week’s GOOGLE Form and review—note who failed to complete * Check TMM and Grade PL for last class (2 wks). * Open next Google Form |
| **FINALIZING PROJECT—**  **REVIEW PRESENTATION AND REPORT RUBRIC** | **Final Design Presentation and Reviewing rubric**   * 15-20 minute presentation covering the same material in the report—this means everyone on team will need to do approximately the same amount of presentation: teams of 5- 3 to 4 minutes per person/ teams of 6- 2.5 to 3.5 minutes per person * Attire: no hoodies, sweats, pajamas, t-shirts with writing/logos. This is going to be recorded so wear a nice shirt with collar, or sweater (we won’t be able to see your lower half so you can wear sweats or jeans). * Make sure that you have a good Internet Connection and will be undisturbed by pets/family members during presentation. * Make sure your camera is working and can record your presentation participation—audio alone is not good enough for this so make arrangements now if need be. * Make sure you know how to record while in the Breakout Rooms * The Project CEO will review the presentations for your project across all EDD sections, along with the Final Design Report and determine a winner. |
| **TASK LIST** | Class 11 Task List   * Rotate to next PL-- for Class 11 * PL should have everyone report out on what is done and what needs to be done and update Gantt chart percentages * Review carefully sample Powerpoints and Grade Rubric for Powerpoint * Make sure that everyone completed tasks over break and: a) Requirements and Verifications are done; b) Final Design Description (with good schematic) is done; c) All models are done * Determine as a team who will work on slides for which portion of presentation—divide work evenly—everyone will need to present on at least 2 Requirements— * Determine powerpoint format/layout * You will present on the slides you prepare * Each team member should present for 2.5-3.5 minutes—each presentation should be 15-20 minutes. * REVIEW YOUR REFERENCES CAREFULLY NOW—many references in the Viable Alternative Reports were not reliable and therefore not usable—websites like Amazon ok for costs—but random websites not ok for design aspects of project. I WILL CHALLENGE ANY DUBIOUS SOURCES—so review them and if something cannot be shown reliable—find another source now! |
|  | Class 12 REHEARSAL—this will be done during next class   * ~~Students DO NOT need to dress in business casual for the rehearsal~~ * Students will present to the instructor and UCAs in a Breakout Room and receive feedback. RECORD so you can review. * Teams need to record the rehearsal and save it in FILE EXCHANGE. * The rest of next class time will be spent compiling and finalizing the report. |
| **Check**  **HOMEWORK-by next week** | UCA or I will Check-in with each team throughout class to answer any questions they may have. You will be asked to share screens and show the presentation slides so far.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Teams need to have their Powerpoint completely finished by next class as there will be rehearsals – this means:  * Review the rubric carefully with entire time and assign each person on team a section of the presentation to work on—and this is what they will also present on. * Have two people assigned to coordinate the presentation to make sure it is complete and all slides are formatted the same. They need   to make sure:   * slides have no more than 5 bullet points, * text is large enough, * each slide has a heading, * slides are in the correct order, * every slide is formatted the same, all photos have credits (either underneath in smaller text or a photo credit slide), * no visuals are blocking text and fit well on the slide, * there is a good cover slide with a picture related to project * a conclusion that summarizes key elements/features of your design, and * a References slide at end—APA format for all sources—so you cannot use a URL alone. * MAKE SURE PRESENTATION IS SAVED ON FILE EXCHANGE IN MS POWERPOINT format, even if saved else. Please, no final versions in Google slides/Presentation—  1. This means you need to have your entire project completed including ALL MODELS, Requirements and Verifications by next week to load into slides. 2. TEAMS WILL DO A REHEARSAL RUN-THROUGH next class and UCA or I will watch parts and provide feedback/answer questions. 3. Make sure someone on team is recording rehearsal and save on team’s File Exchange. 4. YOU WILL ALSO HAVE TO RECORD YOUR FINAL PRESENTATION and save on File Exchange, and send to your Project CEO with your Final Report. 5. SOOT SURVEYS—you have between April 13 and May 5 to complete. 6. Everyone still needs to do a Google Form by next class AND PL needs to complete a TMM and submit to appropriate Discussion Forum along with updated Gantt chart screen short. |