**Class 11 Task List**

**Gantt Chart**

1. Project Lead: Open the team’s shared Gantt Chart in Google Sheets and ask every team member to give an update on the tasks they completed that week.
2. Update the % complete column as necessary.

**Final Design Presentation**

1. Review carefully together the documents for the Final Design Presentation and develop a skeleton for the presentation in a shared location.
2. Make sure you understand the order of the presentation and do not vary from this. Make sure you have all elements, including visuals/models, and verifications and requirements to put into slides.
3. Have a heading on each slide (if a continuation, indicate that, e.g., Design Description continued
4. No more than 5 bullet points per slide and have a good mix of text and visuals—don’t have slide after slide of just text—except for Requirements/Verifications
5. Have photo credits for all visuals not yours—small URL under photo or Photo Credit slide (separate from references)
6. Have a Reference Slide with all references used in the presentation in APA format
7. Have a Conclusion slide that summarizes both the key elements of your design, but also sells your team’s design idea as the best for the Design Statement/Project--
8. **All slides should be assigned to team members now and noted in the Gantt Chart.** If this hasn’t been done already, you should do this as a team now.
9. **Each member should present about the same amount and everyone needs to present on at least two Requirements and Verifications.**
10. **Spend class time completing the slides that you are responsible for (You may need to finish your verifications before completing your slides)**
11. You will be rehearsing your presentation in front of the instructor and UCAs during next week’s class on Zoom. Please remember to record and save Rehearsal.
12. **Designate one person on your team that will be in charge of sharing their screen and advancing the slides during the rehearsal presentation next week.**

**Remaining Class Time**

1. Once/if you have completed your slides in the presentation, you can work on the other tasks to which you were assigned (verifications, parts of the Final Design Report etc.)

**HOMEWORK: Due by the Start of Class 12:**

* Finish Final Design Presentation—all slides need to be done and Presentation saved as Powerpoint on Team’s File Exchange.
* This means, have your assigned tasks completed.
* **Everyone:** Needs to complete and submit Google Form.
* PL needs to complete TMM and submit to Discussion Forum, including updating the % complete column in the shared Gantt Chart as you work on your tasks, and include screenshot on TMM.

**Class 12 Preview: NEXT WEEK**

* Rehearsing presentation to instructor and UCAs. You DO NOT need to dress business casual for the rehearsal. You need to record the rehearsal and save it in your Team File Exchange. Even if your make this in Google Presentation, save it as a MS Powerpoint.
* Compiling and finalizing the Final Design Report and Presentation—this will be the last time to complete the report, including the cover, the Executive Summary, the TOC, and all sections. This is when you put page numbers on every page but cover (MS Word Page numbering allows you to suppress page # on first page, e.g. cover).
* Have someone (or two) review and compile the References—it must be one complete list of References in complete/correct APA format, double-space between each reference, have the hanging indentation for each citation