

Frequently Asked Questions (FAQ) – Group Project

- **Q:** What should be submitted for the final assessment of group project?
- **A:** The submission should be made online to the site listed on our BB platform as follows:
\content\Assessment Components\Group project (20%)
The uploaded documents should include two files, i.e.
 - a file of written report with the detailed description of the project,
 - a file of presentation slides to highlight the project in ppt or pdf format
- **Q:** What is the length of the written report?
- **A:** In general, the assessment is based on the **quality of the content**.
More specifically, the report should be organized as follows:
 - Cover Page (project title, name list of group members)
 - Project Abstract (200-300 words)
 - Table of content
 - Detailed report (around 4,000 words, proper diagrams and references included)
- **Q:** What is the length of the presentation slides?
- **A:** Around 10 slides to highlight the project in bullet format.
- **Q:** Is oral presentation required? When and how will it be arranged?
- **A:** **YES.**
- According to our teaching schedule, you are going to present your group project according to the time schedule which is based on your preferred selection and coordinated by the TA team. The TA team has released the timetable online. The oral presentation will be conducted during the tutorial sessions in Week #13 (6-8/12/2023) and all teaching sessions & Week #14 (lecture sessions and tutorial sessions during 11-15/12/2023). Each group will be given 15 minutes for the oral presentation (10 minutes presentation plus 5 minutes of Q&A). Please check your time slot and go to the right place to present your work on time. Thank you for your attention and co-operation.
- **Q:** How to organize the project presentation slides?
- **A:** Be brief and concise to highlight the important issues in bullet – “power points”:
 - First slide: project title, list of all group members (Student Name & ID)
 - Second slide: outline of the presentation (Agenda) such as
 - * background information (objectives)
 - * proposed work (specification of the problems to be solved)
 - * method (details of the solution – your design or case studies + proposed improvement)
 - * demo & testing (your testing plan and the demo of the existing systems as case studies)
 - * conclusion & future work
 - * references
 - Other slides (8-10 slides): the details to support the above highlights.
- **Q:** What should be included in the report for the demo of the developed prototype?
- **A:** Please do the following for your final report:
 - provide the details of your design, implementation and the expected outcome of your own system in the written report;
 - list the major functions of your prototype which you have developed in the report;
 - prepare a video to show how your demo works with different functions and upload the file of the video to the report submission site together with other two files: written report and project presentation slides.
- **Q:** What's the format for references?
- **A:** No specific requirement. Please follow the general guideline for professional citation.
You may use google search to find the relevant information.
- **Q:** Is the similarity report required for plagiarism checking?
- **A:** No. The online submission site in our BB account has an embedded system for checking.
- **Q:** What's the requirement for the style of the oral group presentation? Should everyone present?
- **A:** Free style. It's up to your team to decide how to present the group work clearly, which can be presented by all of the members in turns or by representatives of the team.