PROPOSAL MEETING GUIDELINES

1- Purpose of the Meeting

The proposal meeting allows all stakeholders - students, supervisor, and administrator - to review the project proposal, clarify expectations, and discuss the implementation. It is an opportunity to receive feedback that will guide the project moving forward.

2- Roles and Responsibilities

Students

- Prepare a 3–4 minute structured Power Point presentation covering, for instance,
  - Motivation, project description, goal, outcome.
  - A system block diagram.
  - Key charts, schematics, or data that support your design choices.
- Be ready to:
  - Answer questions from both supervisor and administrator.
  - Explain your design decisions and planned next steps.

Supervisor:

- Clarifies the technical expectations for the project.
- Establishes the focus of the design and expected progress by the next milestone.
- Provides direction on the Implementation Plan and Interim Demonstration.

Administrator

- Arranges and chairs the meeting.
- Manages time so ensures balanced participation.
- Focuses on the process: planning, requirements, verification, and project management.

3- Assessment Perspectives

Supervisor: Focuses on what you are doing — technical scope, design direction, and tangible evidence of technical progress.
Administrator: Focuses on how you are doing it — planning, process, work breakdown, and alignment with deliverables.

4- Meeting Instructions

- Duration: 25–30 minutes.
- Scheduling: The administrator communicates with students to arrange for meetings.
- Suggested Meeting Flow:
  1. Students: (3–4 minutes) Present the project proposal.
  2. Supervisor: (5-8 minutes) Outlines technical expectations and provides feedback.
  3. Administrator: (5-8 minutes) Reviews process-related aspects, asks questions, and ensures criteria are addressed.
  4. Q&A: Students ask questions.

5- Assessment and Grading

The proposal meeting contributes 5% toward your final course grade.

- Grading Criteria may include:
  - Clarity & Organization of presentation.
  - Technical readiness & scope.
  - Process planning & feasibility.