**Guideline for Final Defense**

1. **Document Preparation:**
   * **Final Documentation:** Ensure that your final documentation is complete and reviewed by your adviser. It should include the following sections:
     + Introduction (Project Context, SOP, Objectives, Significant of the Project, Scope and Limitations)
     + RRL/S
     + Technical Background (Current and Proposed)
     + Methodology (Agile)
     + Analysis
       1. Requirement Analysis (Product Backlog/User Stories, Event Table, Use Case, and Use Case Full Description)
       2. Gap Analysis
       3. System Analysis and Design (Context Diagram, Data Flow Diagram, Entity-Relationship Diagram, and Activity Diagram)
   * **Presentation Slides:** Create professional and well-organized slides summarizing your work, focusing on key points and visuals.
   * **Printed Copies:**
   * Prepare **three (3) printed copies** of your grade sheet. Ensure the details (e.g., title, group members, and panel) are accurate on **October 18, 2024** to your **Subject Teacher or PBL Coordinator.**
   * The proponents are **informed** and **available for the scheduled defense**.
2. **Document Submission:**
   * **Upload to OneDrive:** Upload the final documentation and presentation slides to the designated OneDrive folder. Ensure that the file names follow this format:  
     Day\_Time\_GroupName\_RMNo.
   * **Example:** Monday\_7AM-8AM\_XXXX\_RM000
   * **File Format:** Submit files in **Word Document** for Document, **Presentation App** for Presentation Slide.
   * **Submission Deadline:** Ensure to submit your documents by **October 18, 2024.**
3. **Forms and Endorsements:**
   * Secure and submit the **Endorsement Form** signed by your adviser indicating readiness to defend the project on **October 18, 2024** to your **Subject Teacher or PBL Coordinator.**
4. **Presentation Guidelines:**
   * Length of presentation is 1 hour, allocate 15–20 minutes for the project presentation the remaining time would be Q & A.
   * Highlight the following diagrams and analyses during your presentation:
     + **Gap Analysis** – Identify and explain the key gaps in the current system.
     + **Use Case Diagram** – Illustrate the system's functionality and interactions with actors.
     + **Context Diagram** – Present the entire system in relation to its environment.
     + **Data Flow Diagram (DFD)** – Break down the data flow and processes.
     + **Entity-Relationship Diagram (ERD)** – Show relationships and data structure.
     + **Activity Diagram** – Explain the workflow and logic of the system.
     + **Event Table** – Summarize the major events and expected system responses.
     + **User Stories** – Describe user requirements and how the system addresses them.
5. There is a 15-minute grace period for late arrivals:
6. If the proponent arrives within the 15-minute grace period and has a valid reason, they may still proceed with the defense. provide appropriate documentation if requested by the committee.
7. If they arrive late with a valid reason but exceed the 15-minute grace period, they will not be allowed to proceed with the defense and will be marked as 50.
8. If they arrive late without a valid reason and exceed the 15-minute grace period, they will not be allowed to proceed with the defense and will be marked as 0.
9. In the event the member is absent. The proponent may allow defenses with a majority of team members present.
10. The proponents should take down notes on the comments and suggestions made by the panel.
11. The verdict is a unanimous decision among the members of the Capstone/Research Oral Defense panel. Once issued, it is final and irrevocable.
12. Recommend a verdict (Passed, With Revisions, Re-Defense within two weeks[Passed, Passed with Revisions, or Failed]).

**\*\*Please write below the name of each member with date and signature and submit this together with your endorsement form and grade sheets.**