Report and Presentation

Team Project 2016

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`https://birmingham.instructure.com/courses/15679`

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Overview

- Introduction
- Preparation
- Making a Presentation
- Preparing Slides
- Writing a Report
- Literature
- Report, Test Report, Group Presentation
- Assessment
- Summary

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Introduction

Communication should be:

- **factually correct**,
- **well structured**, and
- **linguistically appropriate**. (Use polite, formal language without grammatical or spelling mistakes. Use understandable language with appropriate technical terms.)

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Preparation of Communication

Consider:

- **length** (number of words/pages, time for an oral presentation)
- **medium** and format, e.g., web page, email, or report a lecture (supplemented by slides etc.)
- **context** (background info to expect)

Preparation (Cont'd)

- **Allocate resources**, make a plan.
- **Collect and compile** the information.
- Use **reliable and diverse sources**. Wikipedia is often a good starting point but should not be an end point.

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Structure presentation/report

1. Title page
2. [Motivation]
3. Table of content
4. Introduction (e.g., background, context)
5. Main body of presentation
6. Sources
7. Summary, Conclusions

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How to Make a Presentation

- Speak loudly and clearly,
  use the microphone.
- Use appropriate
  language.
- Do not read out the text.
- Use your time,
  but only your time.
- Think what you might
  skip.

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How to Make a Presentation

- Speak loudly and clearly, use the microphone.
- Use appropriate language.
- Do not read out the text.
- Use your time, but only your time.
- Think what you might skip.

- Rehearse.
- Plan for questions.
- Let the audience participate.
- Take a positive attitude.
- Tell a story.
- Bring some water but do not use it.

How to Make a Presentation

- Speak loudly and clearly, use the microphone.
- Use appropriate language.
- Do not read out the text.
- Use your time, but only your time.
- Think what you might skip.

- Rehearse.
- Plan for questions.
- Let the audience participate.
- Take a positive attitude.
- Tell a story.
- Bring some water but do not use it.

In summary: **Stand up, speak up, shut up**.

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Preparing Slides

- Slides must be well readable, big font.
- Do not write much on the slides.
- Make them consistent (e.g. same font).
- Keep the slides simple.
- Use bullet points.
- Where appropriate use diagrams/pictures.
- Use few slides (1 per every 2 minutes at most).
- Use a system you feel comfortable with.

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Writing a Report

Use a **clear structure**:

- Start with a **title**, name, date
- [**Abstract** (unless the report is short)]
- [long report: table of content]
- **Introduction** (motivation, context, background)
- **Main body** in several sections (2 − 6, e.g.)
- Section on **Sources** (or in/after introduction)
- **Conclusion:** summarize main points
- **References** literature used
- **Appendices** for extended technical details

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Writing a Report (Cont'd)

- First, say what you are going to say;
  second, say it;
  third, say what you have said.

- **Be careful with opinions and underpin what you say by quotations where appropriate.**

- Distinguish:
  - "A is better than B"
  - "XXX claims in [bla] that A was better than B"

- Avoid "I".

- Use appropriate referencing, see [Coxhead08].

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Literature

Coxhead08 Peter Coxhead.
           A referencing style guide.
           `http://www.cs.bham.ac.uk/~pxc/refs/`
             `index.html`, 5 Jul 2013, accessed 25 Feb 2016.

   Davis01 Tom Davis.
           How to write an essay.
           `http://www.unask.com/teaching/howto/`
             `essay.htm`, 2001, accessed 25 Feb 2016.

Lee-Davies07 Linda Lee-Davies.
           Developing Work and Study Skills.
           Thompson, London, 2007.

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Your Report

- **Length:** Your report should consist of 15-25 pages of size a4 with font size 12pt plus one individual page per team member (all with appropriate margins); plus title page plus table of contents plus references.

- You may want to consider using LATEX for writing your report, since it is well suited for version management with svn.

Your Report – A Possible Structure

1. Introduction (description of the algorithm
   and its visualization, outline of the report) e.g., 1-2 pages
2. Software Design (data structures,
   main classes described at a high level) e.g., 3-5 pages
3. Visualization Design and HCI e.g., 3-5 pages
4. Software Engineering, Risk management e.g., 2-3 pages
5. Evaluation e.g., 2-3 pages
6. Team Work (organization, problems,
   Trello, Gantt-charts, svn activity) e.g., 3-5 pages
7. Summary e.g., 1-2 pages
8. Individual summary of the key contributions
   and reflection (role in the team,
   personal experience with team project) 1 page each

Test Report

- **Length:** 5-8 pages of size a4 with font size 12pt.
- **Content:**
  - Test Plan,
  - Rationale for test cases based on the updated specification,
  - Functional testing and usability testing (i.e., the software must be shown to be appropriated to the intended users; for details see the criteria given in the lecture),
  - Evidence for Unit testing (with pointers to the svn),
  - Updated specification and examples of test cases for functional testing as an appendix (NOT included in the page count).

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Submission

Report, test report, and code are due Thu, 24 March 2016 12:00 noon. NO LATE SUBMISSION! DO NOT SUBMIT LAST MINUTE. Canvas may be overloaded and your submissions may not be possible any more. Submit preliminary versions, you can resubmit before the deadline.

- via Canvas as two PDF files (XNReport.pdf and XNTestReport.pdf), where XN is the team number such as A1, A2, ..., F5.
- a final directory in the svn with all the submitted code (including JUnit tests and a README file to say how the code is run.) Each source file has to contain a header stating who has written it. No ownership no attribution.

BEWARE: We will use plagiarism detection (Turnitin)!

Group Presentation

Scenario:

- Your team is a start-up company and has finished the development of your product.

- You are – as a team – invited to a big software house which is considering not only to buy your product, but also to buy your company with it, and to offer you well-paid jobs to continue the development of your product.

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Group Presentation (Cont'd)

- Sign-up for Monday 21 March and Tuesday 22 March.
  A sign-up sheet will be available at Ela's office door (Rm
  139) on Monday 14 March from 12:00 noon.
- You have 20 min presentation (plus 5 min discussion plus
  5 min handover) to convince the potential buyer of the
  quality of your product (visualization of the algorithm(s)),
  the quality of you as a team, your system structure, your
  testing, the maintainability and extensibility of the code,
  the HCI and SE aspects so that you will be chosen.

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Group Presentation (Cont'd)

- Everybody in the team must be involved in the team presentation and speak at least for a short while. Everybody must be present. (Except there are reasons accepted by the welfare team.)
- You will also have to submit the individual contributions of each team member after your presentation (separate sheet).

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Assessment

Assessment is by 100% coursework - no exams.
Students are assessed individually, based on the
evidence of

- the weekly progress reports,
- the specification in week 3,
- the prototype inspection in week 6 ,
- the code (as given in the Subversion repository),
- the presentation of the final software product in
  week 11,
- the final report and test report, submitted in
  week 11.

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Assessment (Cont'd)

General principles

- **Product**
- **Presentation**
- **Software Engineering**
- **Documentation**
- **Teamwork**
- **Individual contributions**

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Assessment (Cont'd)

Learning Outcomes

- "work effectively in a team" by

- "design[ing] and implement[ing] a large software project", while

- "document[ing] good software engineering practice"

- "programming in the large"

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Assessment (Cont'd)

Assessment Criteria

- fail (39 or less): Learning outcomes were not achieved (usually: a student did not do enough coding for the team.)

- 3rd (40-49): Learning outcomes were achieved, but ordinary competence was not shown in some aspects.

For details, see
`https://birmingham.instructure.com/`
`courses/15679/modules/items/446804`

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Assessment (Cont'd)

Assessment Criteria (Cont'd)

- 2.2 (50-59) Basic competence in all the relevant techniques (programming, SE, docu, svn).
- 2.1 (60-69) in addition represents **insight** into using all those techniques to make a quality product.
- 1st (70+) in addition shows **imagination** and **original thinking** in some aspects of the project.

Lack of insight comes over as perfunctoriness – you follow the procedures but without effectiveness, just for the sake of having them followed.

Assessment (Cont'd)

Individual contributions

Individual contributions will be determined by the module
providers based on all available evidence:

- One page individual contribution section of each team
  member in the report;

- Individual Team Contribution Declaration;

- All pieces of assessment (Progress Reports, Specification,
  Prototype Presentation, Final Presentation, Report, Test
  Report, Software);

- svn;

- Viva in the first week of the summer term.

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Summary

- Communication needs a common language between sender and receiver.
- Professional communication is structured and well prepared.
- Preparation requires planning.
- Certain formalities must be observed.
- If you are unsure what you are supposed to do, ask.