How to make your "Weekly Presentation" PPT file after acceptance of your proposal

- If your team's proposal is accepted in 열린게시판 by professor and upload revised version based on comments, you may use attached file for weekly presentation example. And read the explanation in announcement.

If your team is not yet accepted proposal, your team must be prepared the proposal first. Professor will accept it after upload your proposal on 열린게시판. Be sure that your proposal must be accepted first. If it is not accepted, no weekly presentation and no score will be measured. This is not an individual project, this is a team project of 3 members (Remember this!)
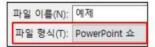
Weekly presentation

- All accepted proposal team prepare your team's advancement based on weekly plan on your proposal.
- Your presentation file must be prepared by each member with round-robin method per week and it must be uploaded on Sunday at noon (if this time is over, professor and assistant count your file as late contribution. Day by day minus plan is running and after class time on Monday (at 1 PM), no point on your weekly report.
- In PPT, there is a recording function of your voice. The way of recording your voice is explained next slide.

PPT recording of your voice

파워포인트 화면 녹화 방법

- 파워포인트 자료를 녹화하여 활용하고자 하는 경우 파워포인트 내 슬라이드 쇼 녹화 기능 활용
- [슬라이드 쇼 > 슬라이드 쇼 녹화 > 처음부터 녹음 시작] 선택
  - 마이크를 연결할 경우, 음성 녹음 가능
- 슬라이드 쇼 녹화 후 저장, [파일 > 다른 이름으로 저장 > **파일형식 'PowerPoint 쇼'**] 선택
- 참고사이트 : Microsoft 프레젠테이션 녹화 안내 (http://bitly.kr/5BCcSxER)

Everlec에서도 파워포인트를 활용하여 녹화가 가능함(Everlec 사용설명서 참조)

파워포인트 슬라이쇼 시작 방법

Upload your recorded PPT presentation file on 열린게시판

- When you will finish your voice recording on your presentation file, you must check and test your file if it is well done. After uploading, prof. and assistant will hear your presentation file and will make comments on 열린게시판 of your submission.

- Each person must prepare your turn PPT file and English recording (if your English level is not good, it is not a problem. We will compare your English level from the beginning to End. If you will any improvement of English level, it will be good!)

- If you hire other person's voice for frequent English speaking, we will test you at the end of semester and verify your English. If recording is not your voice, your presentation score will be 0.

Explanation of Weekly PPT file (refer to the attached PDF file of 'Capstone Design Weekly Presentation Sample)

- Cover page: Project tile, team name and presenter (bold and underline) and mother members
- Index: Weekly plan of each members, Weekly Progress of project, Problems and Solutions, Plan of Next week (minimum necessary items. Addition is possible freely)
- Weekly plan of each members, Weekly Progress of project, Problems and Solutions, Plan of Next week: Additional explanations put on the PDF file with red color characters.

- If you have any questions, do not send an e-mail. Use 질문하기 on e-class to share my explanation to all of students in this class. It is much better to know my policy and assistant's policy.
- In this semester, our class's assistant is Mr. Syed Farhan Alam Zaidi, Ph.D candidate of our department. He is already in this class and for the weekly presentation, he will make comments to guide your project goal successfully.