

3.4 Mid-term progress check

This comprises a mid-term check short report and a 5-minute presentation video about the progress of your project up to that point.

NOTE: Before submitting your mid-term check report you should discuss your progress on the project with your Supervisor. The result of this discussion must be clearly documented in the report. Remember that marks are allocated depending on your progress compared to the project work plan.

3.4.1 Mid-term check report

The items you are expected to address in the mid-term check report are:

- **Targets set at project specification (i.e. 'Mid-term targets'):**

This information is from what you entered under 'Mid-term targets' in the project specification. This is displayed on the Specification and will be used by the mid-term oral examiner to judge the progress of your project.

- **Targets met?** Have you met the stated targets? If not, give the reasons.
- **Finished work:** Write a summary of the work you have completed so far.
- **Work to do:** What else still needs to be done to complete the project?
- **Can finish on time or not?** True or False - can you finish before the project deadline?
- **Problems:** What has gone wrong?
- **Solutions:** How to fix it?

The mid-term check report should have no less than 1000 words. It also must include the structure of the final report. Your Supervisor will grade your mid-term check report with **Satisfactory/Unsatisfactory**. If your report received **Unsatisfactory** grade by your Supervisor, your mid-term presentation marks will be capped at 3. (You can only get a maximum of 3 marks from your presentation).

How?

Deadline: **28 Feb 2022**

Download the Mid-term Check Report Template from QMPlus. Fill in the relevant information and submit a PDF version to QMPlus.

Filename should be your full name (family name then first name) and your BUPT No. and '_MidTerm'. E.g. 'Wang Ming_2018123456_MidTerm.pdf'.

3.4.2 Mid-term presentation slides

Each student will record a 5-minute presentation video explaining the purpose of their project and what has been achieved to date. You must prepare a short set of presentation slides (usually no more than one slide per minute) and submit it to QMPlus. The suggested structure (not restricted to) of the slides is as follow:

- Slide 1: The purpose of the project (problem definition and objectives)
- Slide 2: Background (relevant information that explains the background context of your project)
- Slide 3: Finished work to date (what has been achieved so far). **You may do a demo in your video.**
- Slide 4: Problems and solutions
- Slide 5: The next step

How?

Deadline: **7 March 2022**

Submit your slides, in either PPT or PDF format, to QMPlus.

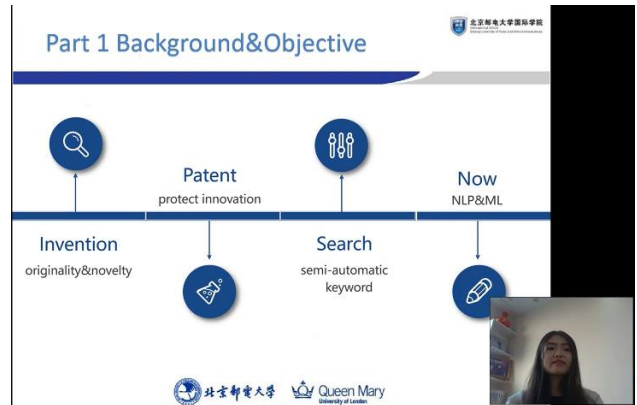
Filename should be your full name (family name then first name) and your BUPT No. and '_MidTermViva'. E.g. 'Wang Ming_2018123456_MidTermViva.pdf/ppt'.

3.4.3 Mid-term presentation video

You are required to record a 5-minute video of your presentation and upload it to QM+, which will be marked by one examiner (a member of academic staff from QM/BUPT). The examiner will not be your Supervisor. The examiner will award you a grade, which will directly contribute to 5% your final project mark. Grade is awarded on **your progress and your understanding** of the project, not the video itself.

Requirements of the presentation video:

- Strictly no more than 5 minutes (in normal speed).
- The video should be a one-piece continuous video, as if you are doing a real presentation in front of an examiner.
- The video must clearly show your face at all times with your slides/demo.
- You should show **evidence** of your progress, e.g. demo of your software/hardware, simulation result, screenshot, survey result etc, please discuss this with your supervisor.
- The video should be landscape.
- The file format and file size do not matter, as you will upload it to QMPlus Media. However, if the file size is too big, it takes a longer time to upload. The suggested video resolution is **720p**.



Examples from previous years (Shenhu Zhang / Bingqing Hou)

How?

Deadline: **7 March 2022**

Read the instructions on how to submit a video assignment:

Step 1 Uploading a video to your My Media area: <https://elearning.qmul.ac.uk/guide/uploading-a-video-to-your-my-media-area/>

Step 2 Submitting a video assignment: <https://elearning.qmul.ac.uk/guide/submitting-a-video-assignment/>

Please use default settings for both steps.

Filename should be your full name (family name then first name) and your BUPT No. and '_MidTermVideo'. E.g. 'Wang Ming_2018123456_MidTermVideo'

3.4.4 Guideline and Tips on making mid-term presentation video

- You can use **any** device/screen capture tool to record your video, as long as the video meets the requirements as above in Section 3.4.3.

The following three methods are **recommended** (software is provided at QMUL):

1. Use a video conferencing app, such as **MS Teams** or **Zoom**, join a meeting just yourself. Turn on the Webcam and share your screen, then do a recording of your presentation.

MS Teams guide: <https://elearning.qmul.ac.uk/guide/managing-and-editing-teams-recordings/>

Zoom guide: <https://elearning.qmul.ac.uk/guide/zoom-recordings-and-the-qmplus-media-kaltura-player/>

2. Use **MS PowerPoint** built-in tools for making recordings.

Guide video:

https://media.qmplus.qmul.ac.uk/media/Recording+yourself+with+PowerPoint/1_ddw6enbz/181229111

3. Kaltura Capture recording. Please read the help files:

<https://elearning.qmul.ac.uk/guide/installing-the-kaltura-capture-recording-application/>

<https://elearning.qmul.ac.uk/guide/screen-capture-qmplus-media/>

- You can switch between slides and live demos during your presentation to show evidence of your progress, e.g. demo of your software and/or hardware.
- You need to find the right video resolution. Lower resolution may produce an unclear, grainy picture and higher resolutions are likely to result in files that are too large to upload. Use resolution 720p is the recommendation.
- You can use video compression tool to reduce the file size, but please double check the result.
- Do not spend time on video editing. Remember grade is given on the evidence of your progress, not the video.
- Submit early! **Uploading a video file can take a long time!** Give yourself **at least 30 minutes** to complete the submission process.
- If you have any difficulties in making or submitting the video, please get in touch with our Teaching Assistant, Shenhu Zhang (z666@bupt.edu.cn)