

Project inspections

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why?

- 40 or 60 credits => 40 credits worth of work this term

project mark really matters!

- assess the progress of your project so far
- independent and 'objective' feedback/advice
- help you to end up with a great project

when?

- detailed timetable will be available soon
- note your **time slot** and **inspector's name**
- check FYP page regularly

where?

- meet your inspector at the inspection time on the **lower ground floor**
- take him/her to the place where you'd like to present your work
- **do not stay in a lab assuming your inspector will find you!**
- inspector may be late (delays caused by previous inspections)

how?

- inspection - about 15 min
- Prepare a **short presentation** (~10 min)
 - background
 - key ideas
 - work so far
- answer questions, mention problems ...
- **feedback** from inspector (you'll need to sign)
- complete a module questionnaire
- before inspection – discuss with your supervisor

what next?

- no inspection mark BUT
- the inspector will most likely mark your final thesis, so take the feedback seriously!
- discuss feedback with your supervisor

inspection tips

- introduce the **topic**
- explain the **problem**
- present **your approach**
- discuss **progress/issues/plans**

your approach

- design
- architecture
- discuss alternatives - why is your approach preferable?

presentation

- firm and clear structure
- high level overview – you'll be asked about details if necessary
- principles – do not show long pieces of code
- demos/pictures are great

do not

- give handouts
- prepare many slides
- overrun
- just read the slides
- use quirky fonts
- use complex animations/presentation tricks unless really needed

inspector

- will see many projects
- will not know anything about your project before the inspection
- your project may not be his/her specialist area
- assume you'll talk to an intelligent adult

good luck!