

Dear CS500 Students of Autumn 2024,

Please be informed and pay attention to the project proceedings timeline stated below. Furthermore, you will find a zip-file package containing the project deliverables guideline, reference materials, and other supporting documents uploaded (here below this message).

1. Students shall establish teams consisting of **three** to **four** members and submit their proposed **project title** and list of **team members** written on a piece of paper to the senior project coordinator until **Friday, October 25, 2024**. Project titles will be booked on a first-come, first-served basis.

Project proposals should be submitted by **Saturday, November 2, 2024**. Refer to the project deliverables guideline and other relevant documents to obtain information on the structure and organization of the proposal document.

2. Upon review and approval of the proposal documents, project advisors will be assigned to oversee and guide the project progress. The final versions of the proposal documents will be handed over to the assigned project advisors.

3. You would submit the final project document in hard copy before the due date of **February 1, 2025**. The document will be passed on to examiners, and a defense date will be scheduled in consultation with the project coordinator in the subsequent days.

4. During the project defense, which is expected to take approximately one hour, you will be required to deliver a 30-minute PowerPoint presentation and software product show. The presentation and product demo should showcase your project work and demonstrate the software product you have developed. Following the demonstration, there will be a period for examiner comments and a Q&A session.

5. Please note that you will be evaluated and graded both individually and as a group by your advisor throughout the course of the project. This evaluation will account for 65% of your overall grade. Additionally, you will be assessed by an examiner during the defense time, which will contribute 35% to your final grade.

Each evaluation will be conducted using a separate checklist prepared specifically for the CS500 assessment purposes.

6. As the final activity in the project timeline, a hard copy of the revised final project document, incorporating the examiner's comments, must be submitted to the project coordinator.

Best wishes,

Abdella E. Mohammed
Project Coordinator
HiLCoE