M1 Readiness Review – 5 pts Due 9/18/2022 @ 11:59 pm

Note: If you re-upload your files to D2L, you must re-upload ALL files as the system keeps the most recent uploaded submission only. No zip files!

GENERAL SUBMISSION REQUIREMENTS

Upload all files individually as specified, not as zip files, to Assignments in D2L. Do not email files.

**Objective:** To present your project Milestone 1 event to your peers, conduct peer reviews of fellow student Milestone 1 presentations and demonstrate the progress of your project.

**Attendance:** Attendance is mandatory for both days. If someone from your group has a conflict on the day you are not presenting, then have other members attend that day and take notes.

**Assignment:**

This is a group assignment. Submit to the Milestone 1 Readiness Group dropbox in D2L as a word or pdf document.

For this assignment you will

* Present your Milestone 1 deliverable to the class in accordance with the 4850-Sec#-MilestoneSchedule attached to this assignment and posted in D2L.
* Attend two other Milestone 1 Readiness presentations, individually or as a group. Note you may attend any session of Milestone 1 Readiness presentations.
* Assemble your group Milestone 1 Readiness Report deliverable (requirements for this are outlined below). If your team members attend different sessions of the Milestone 1 Readiness Reviews, include all reviews.
* Submit your group Milestone 1 Readiness Report deliverable to the appropriate D2L dropbox.

The Milestone 1 Readiness Report (deliverable) format is provided on the next page.

Do not include the M1 Readiness assignment instructions in your report.

**MILESTONE 1 READINESS REVIEW REPORT TEMPLATE**

**Cover page with the following information (display this prior to your presentation – using overhead projector, or write it on the board):**

Project Number and Title of your Project at the top of the page

Below the title include Course Number and Section, my nam, semester/year

List all members of the Team in a table format with Name and Role

**Deliverable**: Milestone 1 Readiness Report

Your Milestone 1 Readiness Report must contain the following information:

**Date and Time of your Presentation:**

Our group presented our Milestone 1 Readiness event on \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_.

**Describe what you presented as your Milestone 1 Readiness Deliverable:**

Recall, the objective of the assignment is to present your project Milestone 1 event to your peers, conduct peer reviews of fellow student Milestone 1 presentations and demonstrate the progress of your project.

Acceptable presentations include (but are not limited to):

Prototypes, Simulations, Code Reviews, Preliminary Research Findings/Results, etc.

Note, you are NOT delivering anything but the Milestone 1 Readiness Review Report here. You will submit the ACTUAL Prototypes, Simulations, Code Reviews, Preliminary Research, etc. Findings/Results, etc as Milestone 1, by Saturday, Oct 22, 2022, to the appropriate D2L group dropbox.

Summarize your evaluation of your peer Milestone 1 Readiness presentations, in a table using the following format.

|  |  |  |  |
| --- | --- | --- | --- |
| Project No. - Name | Type of Presentation\* | What was done well | Suggestions for improvement / clarification |
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\* Prototypes, Simulations, Code Reviews, Preliminary Research

**DELIVERABLE INSTRUCTIONS**

Save document as a file named ProjectNumber-LastName-A1-Project.docx or .pdf.