

CSCI 4440 — Software Design and Documentation
Team Presentation (document version 1.1) — DUE December 7, 2020

Overview

- The team presentation is to be completed by your team and is due by 11:59PM EDT on the due date shown above
- One team member must define your team in Submitty in the Team Presentation gradeable, then other team members can be invited to join
- Once your team is formed in Submitty, only one of you need submit your final work; **and if submitted late, all group members must use a late day, so plan accordingly**

What to do

For your team presentation, your goals are to share your project with your peers. This includes not only a project status and demo, but also a look at the documented artifacts for your project.

Remember that your **audience** consists of your peers, so you should describe the technical details of your project.

To achieve these goals, please prepare presentation materials in whatever format you prefer (e.g., Microsoft PowerPoint, Google Slides, etc.) and use these in a recorded presentation. You can use your personal WebEx meeting space (i.e., <https://rensselaer.webex.com/meet/<RCS-ID>>) to accomplish this by starting a meeting, having all team members join the meeting, locking the room, then recording.

Your completed presentation must be available to all students in the course across both sections or simply public to all.



What to present

For your presentation, please cover the following (which can essentially be extracted from your Team Deliverable assignments for your project):

1. **A clickable URL to your team presentation recording**
2. Your team name, each team member's name and role, and your team's structure, i.e., how did you run your meetings, store your meeting minutes, maintain your documentation and code, etc.?
3. A summary slide of what your project is or does, who your project stakeholders and users are, and the current state of your project
4. A detailed view of your project's requirements and domain model, i.e., how did you model the requirements?
5. A detailed view of your project's design
6. A summary of how you tested your project, including some test cases that you have defined but not yet run; look to describe "interesting" tests here, i.e., show us some test cases that go beyond just basic functionality
7. A summary of your implementation plan
8. **(v1.1)** A demo and/or mock-up demo of your system; this can also be incorporated in the above items, e.g., as you talk about requirements, show part of your demo meeting those requirements
9. Final brief closing statement of where you would go with your project next if you had another six months (or another semester or another three years) to work on it

For all of the above, use any of the documents (artifacts) that you have constructed throughout the development process.

What to submit

As noted above, please submit a single PDF presentation that includes a clickable URL to your video on the first slide. As per usual, please proofread your work before submitting. We will assign grades and provide feedback based on the quality of your presentation both in terms of your presentation materials and how well you present; see the last page for grading criteria.

How to present your topic well

Be sure to practice your presentation, which should likely be approximately 20-30 minutes. Each team member is required to present part of the project. This can be accomplished as a group or by video-editing individual presentations together. For team-based presentations, focus on smooth transitions from one team member to another.

Presenting as a team in one WebEx (or similar) room is strongly encouraged.

The rest of this section is copied from the Technical Presentation assignment; re-read these suggestions to ensure you produce an effective presentation.

Public speaking is often listed as one of the things we fear most (*glossophobia*). Given that we are recording without a live audience, hopefully this assignment is less daunting. That said, below are a number of suggestions to constructing a good presentation and actually presenting it effectively.

Presentation Mechanics. Focus on the suggestions below for how best to present.

- *Eye contact and engagement:* For in-person presentations, make eye contact and engage with your audience members, asking questions, etc.; for recorded presentations, look at the camera (instead of your notes) and consider asking questions or suggesting tasks that audience members try to do
- *Vocal elements:* Annunciate and speak clearly; use a microphone that does not garble your voice; avoid background noise if possible
- *Energy and stance:* For in-person presentations, move around and avoid locking yourself to the podium; for recorded presentations, at least move your arms, head, and torso to emphasize key points; let your enthusiasm for your topic be contagious
- *What to wear:* Professional attire is expected for presentations
- *Practice, practice, practice:* Take the time to practice your presentation to the point where you are engaging and interesting (and not just reading from a script and/or your slides)

Presentation Materials. Focus on the suggestions below for how best to organize and construct your presentation materials.

- *Purpose:* Start by identifying the purpose, objectives, and goals of your presentation; what do you hope to accomplish and what do you expect your audience to learn?
- *Readability:* Use simple legible fonts and font sizes; limit yourself to four to six lines per slide; be consistent from slide to slide; less is more
- *Correctness:* Be sure to proofread your presentation materials; omit needless words; the simplest typo can gratefully detract from your presentation
- *Organization:* Introduce yourself and your topic, provide some background, then present the key aspects of your topic; be sure to include examples; finish your presentation with a summary and where audience members can go for more information

Grading Criteria

Grading for this assignment (in Submitty) uses the criteria summarized below, with more details found over in the Technical Presentation Reviews assignment. Grading inquiries are not available for this assignment, but if you feel an egregious error was made in grading, please email goldschmidt@gmail.com directly (and CC all of your group members).

- **(1pt) Presentation Mechanics.** Presenters visibly engaged with their audience (or through just audio if some or none of the presenters were on video)
- **(1pt) Presentation Mechanics.** Presenters spoke clearly and annunciated well
- **(1pt) Presentation Mechanics.** Presenters spoke with enthusiasm about their topic
- **(1pt) Presentation Mechanics.** Presenters did not just read from the slides or a script
- **(1pt) Presentation Coverage.** Presentation covered the required parts
- **(2pts) Presentation Depth.** Presentation covered the required parts in “enough” depth
- **(1pt) Presentation Materials.** Presentation materials (i.e., slides) were clean and readable, using legible and consistent fonts, font sizes, color schemes, etc.
- **(1pt) Presentation Materials.** Presentation materials (i.e., slides) were uniform and consistent in their design
- **(1pt) Presentation Materials.** Presentation materials (i.e., slides) were well-organized and did not contain slides that were too densely packed; specifically, slides were limited to at most six lines of text per slide
- **(1pt) Presentation Materials.** Presentation materials (i.e., slides, demonstrations) did not contain distracting typos—at most one typo
- **(1pt) Presentation Demo.** Presentation demo was clean and readable, using legible and consistent fonts, font sizes, color schemes, etc.
- **(2pts) Presentation Demo.** Presentation demo was well-organized and well-executed, with minimal bugs or mistakes evident