

Remote Project Management and Presentation Guidelines

Guide To Final Presentations

Prepare a presentation following these recommended steps:

1. Introduce your project
 - a. What is the idea of your project or the motivation behind it (the audience loves story telling)?
 - b. Which problems does it solve?
2. Present your team
 - a. Show your names
 - b. If you have - add photos to the presentation (beneficial for the companies to identify you afterwards for networking)
 - c. Did you split tasks? Who had which role in your team?
 - d. How did you cooperate within your team?
3. Which Technologies have you used? Why did you use these specific technologies?
4. How did you implement them?
 - a. Show how the website runs (focus on main functions, rehearse this carefully in advance)
 - b. What features does it have?
 - c. What makes it stand out?
5. Talk about challenges.
 - a. What kind of challenges did you face during the project phase? (Don't mention points that don't prove you as a good team-player, focus on technical challenges)
 - b. Is there anything you would improve next time?
 - c. What have you learned during the process?
6. Elevator pitch
 - a. Self-marking and speak what kind of problem you can solve.
 - b. Talk about your skills.
7. Participation

Participating in both trial and real presentations are mandatory even if some of the projects are not completely ready.

Other tips and tricks

- Being witty sometimes makes your presentation much more enjoyable to the audience.
- Rehearse your presentation thoroughly beforehand to make sure everything works when needed.
- Everyone loves a creative developer.

Guideline for Remote Project Management

1. Presenting an individual project is not possible.
 - a. Every student needs to join a group
 - b. Mixed groups of 4 members each
2. Time management
 - a. Set your goals clearly for the long run
 - b. Prioritize wisely and only mention the most important parts of your project
 - c. Remove non-essential information from your presentation
3. Teamwork and effective collaboration
 - a. Communication is key! Be open, honest, and respectful.
 - b. Set up a communication scheme for the team.
 - c. Understand the goals and be committed to attaining them.
 - d. Make decisions together.
 - e. Dividing responsibilities.
 - f. Be teammates and be buddies: check on each other everyday and not only with regards to work to avoid the lack of responsiveness.