CHECKLIST for Design Reviews

Design Reviews are graded in part by the attendees. Use this checklist to help you.

<u>DR Elements</u>
1. **Presentation was loaded in advance** ☐
2. **All team members were present** ☐
3. **Presentation used Template** ☐
    - ☐ It was clear that the Template was closely followed
    - ☐ All sections were clearly & concisely addressed
    - ☐ Text was easy to read (no large blocks of text)
    - ☐ Font was large enough to be read at the back of the room
    - ☐ At least one figure is included to illustrate your design
    - ☐ It is clear what you designed and what was existing and/or off-the-shelf
4. **Presentation was smooth & rehearsed** ☐
5. **Presenters were enthusiastic & interested in their project** ☐
6. **Presenters were knowledgeable about the project** ☐
7. **All team members spoke & participated** ☐
8. **At least one team member took notes of feedback points** ☐
9. **At the end, the PM read off the list of Action Items as a result of the Design Review** ☐