

# Project Presentation (Session 10)

Expectations and Guidelines

# Logistics

- Each team has 15 minutes for presentation and 5 mins for Q&A.
- Time is to be strictly adhere to.
- Everyone in the team should present.
- For Q&A, all must be ready.

# Guidelines for Presentation

1. **Title Slide:** Project title, Names of Members, Group, purpose, date etc.
2. **Background and Motivations:** Brief description of the business scenario (nature of the company/domain, its business process and the current issues and problems that you are focussing on)
3. **Project Objectives and Tasks:** Explain the text analytics tasks and its relevance to the decision making process
4. **Approach and Research Methodology:** Explain the data challenges and solution methodology – focussing on the choice of the techniques
5. **Demo:** Show how your system works
6. **Experiments and Analysis:** Describe you design, run experiments and explain your findings, insights and analysis
7. **Conclusion:** What worked well and what didn't go well. The relevance and implication of your work and future work
8. **Reflection:** Present how the team has gone beyond the learning in the classroom and applied to the tasks – present only two important points
9. **Learning and Contribution:** One slide from each member (only for submission and not to present)
10. **Design:** Feel free to modify the design to show your creativity

# Presentation Tips

- **Set your motivation** well at the **start of the presentation** – In real-world, when you start well, you win half the battle.
- **Plan your time**
  - Do not spend excessive amount of time just on describing issues
  - For demo, consider those aspects that can connect to the motivation of using text analytics in the business process and how the insights can help for the decision-making process
- Be relevant - always **relate back to the need for analytics in business users' perspective**
- **Present with audience in mind** – energy, vigor, sufficiently large font, bring out the key strength of your solution
- Be **confident** (but humble), remain **professional** in Q&A

# Project Presentation

Slide Template

# Project Title

Group Gx-x

Names of Team Members

Date

# Background/Motivations

# Approach and Methodology



# Models/Algorithms

# Implementation/Demo

# Experiments

# Analysis and Results

# Conclusion

# Suggestions for Future Work