
*Computer Engineering
Consultative Meeting*

DESIGN PROJECT 1 DEFENSE

4th Year Batch Officers
4th Year Presidents and Vice-Presidents
3rd Year Representatives

MEETING AGENDA

01 Design Project 1
Chapters 1-3

02 Research and Dissertation
Manual

03 Defense Schedules and
Defense Proper

04 Committee

05 Task Distribution

06 Other Matters



Committee

- **Committee Composition**

- Three (3) 3rd Year Students
- 4th Year Batch Officers
- **Roles:**
 - **Logistics (2)** - In-charge of food and drinks arrangement and distribution
 - **Secretariat (1)** - In-charge of taking relevant notes during the defense proper
 - **Timer (1)** - In-charge of time monitoring
 - **Technical (1)** - In-charge of presentation and video recording of the presentation
 - **Back-up (1)** - Flexible for filling roles
- Food for committee should be provided the by presenting section for the whole time that they are assisting the defense/presentation.
- During deliberation of the panelists everyone in the room, except the panel, should be out and recording of the presentation must be paused or stopped.

DESIGN PROJECT 1 - CHAPTERS 1-3

- **IMPORTANT DETAILS:**

- **Final Submission of Final Chapters 1-3**

- January 10, 2024
 - Until 5pm
 - Room 301 - CpE Laboratory Office

- **Proper Format of PPT Slides Presentation**

- Keep it Minimal
 - Template of PPT Presentation
 - Title Page, Discussion of RRL, Significance of the Study (beneficiaries), SOP, Methodology

- **Provide Four (4) Copies of Manuscript and Evaluation Sheet**

- Three (3) Panels
 - One (1) Adviser

- **Folder Color Assignment:**

- **4-1 : Red**
 - **4-2: Pink**
 - **4-3: Purple**
 - **4-4: Green**
 - **4-5: Yellow**
 - **4-6: Blue**

- **Processing of Ethical Clearance**

- **Before gathering data, if PUP is the beneficiary**

- **Other important documents including MOA, permits, and etc. shall be included in case.**



Research and Dissertation Manual

- You can access this in PUP Website
- Preview of Chapter 1 - 3 content:
 - **Chapter 1 - The Problem and Its Setting**
 - Introduction
 - Theoretical Framework
 - Conceptual Framework
 - IPO Style
 - Statement of the Problem
 - Hypothesis (if any, depending on the nature of the problem)
 - Scope and Limitations of the Study
 - Significance of the Study
 - Definition of Terms



Research and Dissertation Manual

- **Chapter 2 - Review of Literature and Studies**
 - **Thematic** organization of literature shall be followed
 - **Subtopics - Theme per SOP**
 - Numbers and Titles are above the tables, figures, and/or diagrams
 - Synthesis of the Reviewed Literature and Studies
 - At least **Twenty (20)** related literature and studies
 - APA Style Citation 7th Edition



Research and Dissertation Manual

- **Chapter 3 - Methodology**
 - **BS Engineering and Master of Science in Engineering**
 - Research Design
 - Flowchart of Research Design/ Process
 - Flowchart Description of Research Instrument Used
 - Material Requirements
 - Statistical Treatment
 - Laboratory Experiment/Field Experiment

Defense Schedules and Defense Proper

DEFENSE SCHEDULE

- Two (2) sections per day
- Defense Room:
 - Room 314 and Room 315
- Holding Area:
 - Room 300 and Room 316

- **Section Schedule:**

- **Day 1 and Day 2 : July 1 and 2 (Monday and Tuesday)**
 - Room 314: 4-3
 - Room 315: 4-5
- **Day 3 and 4 : July 3 and 4 (Wednesday and Thursday)**
 - Room 314: 4-6
 - Room 315: 4-4
- **Day 5 and Day 6: July 5 and 6 (Friday and Saturday)**
 - Room 314: 4-1
 - Room 315: 4-2

Defense Schedules and Defense Proper

DEFENSE PROPER

- **Room Arrangements**
 - **Tela - c/o Batch Officers**
- **Presenters Attire**
 - **Business Attire**
 - **Not Allowed**
 - Rubber Shoes
 - Sneakers
 - Slippers
 - Flipflops
 - Shorts
 - T-shirts
 - Croptops
 - **Allowed**
 - Coat and Tie
 - Formal Blouse (Long sleeves)
 - Heels
 - Flat Shoes
 - Leather shoes
 - Slacks

Defense Schedules and Defense Proper

DEFENSE PROPER

- **Call Time: 7:30am**
- **Avoid being late**
 - Once it is your group's time to present you should present. Swapping of the order of presenters are not allowed. If you fail to present during your designated time, it will guarantee a failing grade for the presentation.
- **Avoid going in and out of the defense room if it is still not your time to present.**
- **Food and Drinks:**
 - Must be provided to panelist and committee during the defense/presentation by the presenting section
 - Breakfast, Lunch, and Snacks must be prepared and provided by the section.

Defense Schedules and Defense Proper

DEFENSE PROPER

- **Tokens**
 - Three (3) Panels
 - One (1) Adviser
- **Manuscript Copies Total: 4**
 - Three (3) Panels
 - One (1) Adviser
- **Note: Coffee makers and Water dispensers can be borrowed given that it will be returned in decent state to the lender.**
- **Condiments, finger foods, ballpens, pencils, and utensils must be prepared and provided by the presenting section.**

Defense Schedules and Defense Proper

DEFENSE PROPER

- **Time Allotment for each presentation**
 - ppt and prototype presentation
 - question and answer
 - deliberation (panelists)
- **Prototype must be presented, if applicable.**
 - **If system: must have the proper devices provided to use and access the system.**



Task Distribution

- **For 4th Year Batch Officers**
 - **Logistics**
 - **Papers**
 - **Room Arrangements**
 - Projectors
 - **Printings**
 - Schedules/Titles/Name of Presenter/Panelist
 - Room Assignments
 - Panelists Names
 - **Overall Supervision**



Panel Invitation

- Panel invitation must be distributed to the panelists/professors/professional of your presentation.
- The formal letter Invitation must include:
 - The **body of the letter** conveys the intention to seek and identify panelists who are willing to participate in the presentation.
 - **Time and date of the presentation.**
 - **Titles of the presentations** with the **SURNAMES** of presenters in the column next to their designated research titles.
 - The right most column must have **spaces for 3 panelists name and signatures.**
 - **Note:** This ensures that your presentation will have a designated panelist. In the event that the assigned panelist is unavailable or absent during your presentation, the available panel/professors/professionals will take over as the panel.



OTHER MATTERS

- **Departmental Examination**
 - **Schedule**
 - **Arrangements**
 - **Classrooms Assignment**

