Team Project Submission, Presentation & Demonstration Requirements:

* A single submission of the Final Project Portfolio by the **Team leader** to Webcourses must be made by **Noon, Thursday, 2nd May**.
* The Final Project Portfolio Submission should be a single Zip file titled “**Team X** -**Team Project Submission** ” and should contain the following **folders**:
  + Design documents folder
  + Plan documents folder
  + Test documents folder
  + Team Meetings documents folder
  + User Manual folder
  + Code folder
  + Data folder
  + Presentations folder
* Notes:
  + **Design, Plan & Test documents folders** must include **all document versions**
  + **Team Meeting Documents** **folder** must include all agendas, minutes etc.
  + **Presentations folder** must include all presentations given by the team over the module, including the ‘bid for project’ presentation in week 2, design presentation in week 5, Project Plan in Week 7 and Final project presentation in week 12.
* Final Project Presentations by the Teams will take place on **Friday, 3rd May**. Teams are allocated a total of **12 minutes** to: present & demonstrate the project. As no overruns will be allowed it is most important that the delivery is thoroughly rehearsed. The presentation (suggested 7 minutes) should include the participation of all team members. Teams can present what they want, though here are some suggested areas:

1. Very brief restatement of the project problem
   * How did you identify user requirements?
   * What were the user requirements (include any use case descriptions)?
   * Brief recap of the design
2. Implementation
   * How successful was the team in implementing the design?
   * What were the major issues that arose during the implementation phase?
   * How were these issues addressed?
   * How was testing undertaken?
3. Experience with clients
   * Challenges?
   * Benefits?
   * What worked best?
4. Conclusions to be drawn from this project
   * What are the benefits of Team working?
   * What are the downside of Team working?
   * How would the design & implementation differ if you started the project again?

* **NB:** At the presentation the **Team is required to** submit to their lab supervisor an **A4 Ring Binder** containing hard copies of all electronic submissions (except for Code). Separators should be used to partition the Binder into Design documents/Plan documents/……/Presentations.
* **Reflective Diaries**: All Team members are required to submit their Final Reflective Diaries to Webcourses by **Noon, Thursday 2nd May**.
* **Peer Evaluations:** All Team members are required to summit an evaluation of their team members (not themselves) by **Noon Thursday 2nd May**, using this link: https://docs.google.com/forms/d/e/1FAIpQLSedhT1A1-xuK2VwU-vutKnzFtZfY7tz3xGnyrsc9\_2VVMfd2A/viewform?usp=sf\_link
* **Team member Individual interview** with their Mentor will take place on **Friday, 10th May**, unless otherwise arranged with the mentor.

Project Marking Criteria:

* Project Plan 25%
* Design document 25%
* Implementation 25%
* Test Plan & results 10%
* Presentation 10%
* Project Management 5%