**Virtual Team Presentation Check-off List**

* Intro Page
* Picture and Name of each team member
* Basic description of problem to be solved (design & constraints)
* Research/Brainstorming – include pics from research
* Your initial sketches
* Partner’s initial sketches
* Annotated/Roughly Detailed Sketches from each team member
* Decision Matrix with paragraph for reasoning
* Annotated/Roughly Detailed Sketch of Concept the group decided on
* Gantt Chart
* All parts model by team member #1 (provide name). Each part displayed as pic (screen shot). Use multiple angles if needed.
* All parts model by team member #2 (provide name). Each part displayed as pic (screen shot). Use multiple angles if needed.
* All parts model by team member #3 if applicable (provide name). Each part displayed as pic (screen shot). Use multiple angles if needed.
* All parts model by team member #4 if applicable (provide name). Each part displayed as pic (screen shot). Use multiple angles if needed.
* Drawings of at least two parts from each team member (\*.idw)
* Screen shot of Assembly (\*.iam)
* screen shot of exploded view with balloons & parts list (\*.ipn)
* EXTRA CREDIT: embed a video of animated exploded view.