**Proposal Presentation Ideas**

* Each slide should not have any more than six bullets/points, each point should fit on one line and should be short. Each point cannot be longer than one sentence. Each slide should ideally have one to three points on it.
* Each presenter should have their part of the presentation memorized and should practice what they are going to say several times before the rehearsal and presentation. They should not be reading from the slides during the rehearsal or during the presentation. Each presenter should know the order of who is going to speak. They should be ready to talk when the person before them is done speaking and should know who to introduce after they are done speaking.
* Each presenter should look through the finished combined Power Point several times before the rehearsal and presentation and should know how their part of the presentation fits in with the other parts so there is a smooth flow to the presentation.
* We must use audience participation. Poll the audience. Ask the audience what they would want from a poster management system.
* Power Point should be modeled after the SRS Proposal document.
* Each person’s section of Power Point contains all content for the sections of the SRS Proposal document that they worked on.
* Read the “outcome f” document in the dropbox or on D2L to fully understand all guidelines for the presentation and how the presentation will be graded.
* Dress business professional for the presentation.
* After each person has finished presenting their slides they should ask the audience for questions or comments. The audience should not have to wait until the very end to ask questions.

**Flow of Presentation**

1. Team leader introduces themself and the other members of the team. Slide 1 has name of the system and the team member names.
2. Team leader explains purpose of presentation: to propose a Poster Management System that will solve the current problems related to poster submission and printing for Oklahoma Research Day. (slide 2)
3. Team leader talks about the problems with the current way of poster submission, poster printing, notifications, and management of posters for Oklahoma Research Day. (slide 3)
4. Team leader introduces the Poster Management System and very briefly talks about what it can do, basically just listing the use cases, not explaining them. (The details are given by the other group members). (slide 4)
5. The team leader gives an overview of the parts of the presentation. (slide 5)
6. Team leader introduces Robert who covers product functions

Have someone summarize the non-functional requirements.