Preparations

o Purpose of the talk

o Target Audience

o Content

o Timing (10mins is short)

o Visual aids

o Make sure your demos are short and work

Structure

O Narrative —what’s the story?

O Set the scene

O Outline your work

O Summarize

Things to Remember

o Previous work … and why your solution is better! (no instruction…)

o Be objective

o Just enough detail

o Justify your approach

o Be honest about your achievements

Delivery

O Use your natural voice

o Speak slowly and clearly

o Appearance (of you and your team)

o Introduce yourself

o Humour (in moderation!)

o Set the agenda

o Visuals before commentary

**Planned Structure for Project Presentation – 10 minutes MAX**

PART I: Opening - 2 minutes

Introduction to the team

Introduction to all the members and responsibilities

Introduce the agenda

PART II: Introduce the software - 3 minutes

Set the scene and background, what has inspired us

Describe what problem we are handling

Tell a story with previous work

Introduce our software

Compare and justify the advantages

Research and acceptance testing

Be honest about shortages

PART III: Outline our work - 4 minutes

Time management and planning

Requirements gathering (graph to show our effort)

Related knowledge learning

Structure and prototype design

Testing + peer programming

Agile + sprints snapshots

Code + commits + branches

PART IV: Summarise - 1 minute

Review

Acknowledgement

Ending