

VG100 Lab 7

2023.6.28

Several Information

- 7 min presentation + 3~5 min QA
 - Slides, submit through Canvas by 9:50 am July 4
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- ✓ Purpose:
 - ✓ Monitor progress and problems on various projects & Provide relevant information
 - ✓ Provide a clear subject line:
 - ✓ To inform your audience of your team's progress toward completing the project
 - ✓ Present information efficiently:
 - ✓ Use summarizing techniques (keywords, paraphrase, analyze and synthesize statements)

Several Tips About PPT Design

- ✓ Pages & Fonts **Arial** (no more than 3 colors/sizes)
- ✓ **Cover slide** :Team members info., project name..., date... ,logos..., image of prototype...
- ✓ **Introduction** : Background, design, requirements/criteria...
- ✓ **Task completed, in progress, to finish** (Gantt chart)
 - ✓ Use summarizing techniques
 - ✓ Use figures / tables (No figure captions if used in PPT)
- ✓ **Issues and solutions**
- ✓ **Conclusion**
- ✓ **Reference** (MLA / APA / CMS)
- ✓ **Thank you**

Several Tips About Presentation

- ✓ Eye contact, pay attention to listeners
- ✓ Do not read from script
- ✓ Transition between speakers
- ✓ Posture
- ✓ Confidence
- ✓ Pronunciation
- ✓

Practice! Practice! Practice!

Major Work for Phase 2

- ✓ Progress Report
- ✓ Poster
- ✓ Demo Video
- ✓ Phase 2 Report
- ✓ Symposium
- ✓ Expo

Time is very limited!!

Several Reminders

- ✓ Start early, don't wait until the last minute
- ✓ Seek help during office hours
- ✓ Every group member should contribute
- ✓ Hand in Minutes
- ✓ Class Participation

Q&A