

Home Stretch

It always seems impossible until it is done.



Field Session Wrap-up



Individual

- 1) Peer Review Final
Report of swap team
- 2) CATME Peer Review
- 3) Personal Reflection

Team

- 1) Final Presentation
- 2) Final Report
- 3) Demo project to client
- 4) Deliver project to client

Final Project Delivery



- Demo to client
- Delivery to client
 - Back out any hard coded elements for your operating environment
 - directories, files, etc.
 - Delete any special permissions or passwords
- Documentation to client
- Client permission for presentation content and final report posting

Final Report Peer Review

Every team member emails back
Peer Review Comments & Rubric
(cc Advisor)



Document contains all the required sections.	1 point
Document has adequate detail.	5 points
Document is formatted correctly, including figures	3 points
Document complies with style and grammar guidelines	5 points
Review and submission process complete	1 point

TOTAL 15 points

Noon on Tuesday, 12/5

ALL Team B members email
Team A with comments & rubric

Peer Review Final Report Swap

Team A Emails Team B
Final Report for review

5:00 PM on Thursday,
12/7

Final Report



- Incorporate feedback from advisor
- Incorporate feedback from peer review
- Update previous information
- Complete
 - IX. Project Completion Status
 - X. Future Work
 - XI. Lessons Learned
 - XII. Acknowledgments
- Turn into Canvas
 - Final draft of report
 - Compiled peer review comments from review team

Final Presentation

Practice, practice, practice



Notable Improvements

- Evidence of practice (timing, transitions, content)
- Speaking with confidence with expert knowledge

Final Presentation

Future Considerations - Stage presence



- Volume, volume, volume!
- Energy, energy, energy!
- Body language & eye contact
- Resting stance
- Bridge words (uh's, um's, like, yeah, etc.)
- Try not read right off the screen, or look up behind you at the screen



Final Presentation

Future Considerations - logistics



- Presenting: Business professional
- Observing: Business casual
- It's nice to each mention a very specific thing you learned
- Use LARGE font (20pt +) and avoid cluttered slides
- Consider some animation to highlight important elements in your project such as project design flow, data I/O flow, etc.
- Background to text contrast
- Practice Zoom screen sharing mode

Don't do this...

- This is an example of a slide with way too much text. It includes every word that the presenter will say.
 - People can not read and listen at the same time!
 - Sub-bullets are too small to read, especially for people sitting way in the back.
- Each bullet point has too many words. For example, I could just write "use fewer words", which would be 3 words instead of 24.
- Using too much bold, italics, and underlined text will confuse the audience because they don't know which part is really important.
- You can see for yourself how hard this slide is to read and digest with the busy background and 3 different colors for the various fonts.



Individual Assignments

CATME

- Opens 11/28 ---- Closes 12/5
- Helpful comments!

Personal Reflection

- No specific format guidelines
- Due 12/11

Questions?

Life is like riding a bicycle, to keep
your balance you must keep moving

Albert Einstein