



# HOME STRETCH

IT ALWAYS SEEMS  
IMPOSSIBLE UNTIL IT IS  
DONE.

# FIELD SESSION WRAP-UP



## Team

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

## Individual

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

# 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

In class on Tuesday

**ALL** Team B members email  
Team A with comments & rubric

Peer Review Final Report Swap

Team A Emails Team B  
Final Report for review

In class on Tuesday

# 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 version 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 this week ---- Closes Sunday
- Helpful comments!

## Personal Reflection

- No specific format guidelines
- Due Sunday

Final Report  
Canvas  
5:00 PM

CATME  
Closes  
Midnight

Individual  
Reflection  
5:00 PM

Deliver project to client

Final Pres  
PM block

Final Pres  
AM block

Final Pres  
PM block

Final Pres  
AM block

CATME  
Opens

Peer Review Final  
Report Return

Peer Review Final  
Report Swap

Practice Presentation CTLM 102

Sun

Fri

Thu

Wed

Tue

Mon



# QUESTIONS?

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

Albert Einstein