



# IE 477 – IE 478 Production Systems Design

## Information on Preparing Presentation Video

Last Revised on September 10, 2021

Follow the rules below while preparing your presentation videos:

- 1) Organize a Zoom meeting yourselves **where all the group members are present**.
- 2) The webcams of all members must be turned and visible on the video during the presentation. Make sure that the webcams are not overlapping the slides.

Check the following link for detailed instructions on how to have all members' webcams visible on the video without overlapping the slides: [Zoom Guidelines for Recording Video](#)

- 3) Record the presentation via Zoom, while sharing the slides of your progress presentation.



**DO NOT USE any other recording software and DO NOT EDIT your video via another program. All recording must be done via Zoom and Zoom only. In short, no other software should touch your video file but Zoom.**

- 4) You should upload this video to the link provided via email at the date and time announced.



**NEVER upload this video to YouTube or any other public platform!**