IE 477 – IE 478 Systems Design

Information on the First Coordinator Meeting and Presentation

Last Revised on November 16, 2023

The objective of this meeting and presentation is to describe the problem definition, approach planned, and deliverables as decided in the project proposal presentation.

Scheduling

CPs should follow the announcements about the time slots and the reservation links sent directly to them about one week prior to the meetings.

Presentation

You should prepare a presentation video[1] in <u>English</u>, not exceeding 8 minutes and submit it along with your presentation files (both pptx and pdf version) by the date and time announced in the general schedule. You are advised to get feedback from your AA prior to submitting this video. Below are the points you should consider as you prepare your presentation:

1) The contents of this presentation should follow your project proposal report[2].
2) The other two CCs would not read your proposal report, nor did they participate in your proposal presentation. Make sure your presentation is comprehensive enough so that somebody with no prior knowledge about your project as well as the company could follow it without much difficulty.
3) Make sure that your deliverables are stated as clear as possible.
4) We want you to complete your presentation with a detailed time plan of the project – when are you expecting your main activities to be completed. Of course, we expect this project plan to be updated from the one available in your Proposal Report and/or previous presentation to include changes and refinements in the problem definition.
5) Additional issues for the presentation you will make:
   - Presentations are in English.
   - The duration of this presentation is considerably shorter than the proposal presentation. Do not try to squeeze in everything in your project proposal in the presentation. You should use your common sense to find out the parts you should emphasize in this presentation – which should obviously be in line with the objectives outlined above.
   - Prepare your presentation with at most two students presenting. More than two is not acceptable for such short presentations.
   - It is likely that there is a time gap between your project proposal submission date, proposal presentation date and this presentation. To cover the work done during this period, make sure that you present a list of changes to the project proposal report (with dates of the changes). Also, <u>prepare and submit</u> an informal short handout in English (preferably in bullets), that contains these changes and states what you have done during this period, including any agreement reached with

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[1] See the document *Information on Preparing Presentation Video* on the requirements.
[2] As this presentation is based on your project proposal report, check the document *Suggested Contents for the Project Proposal Report* prior to preparing your presentation.

the IA during and after the proposal meeting. Please, do not mention the history of the changes, unless it is asked. Just give the current state of the problem/approach only. Also, include the dates of the proposal report submission and proposal meeting in this handout.

Meeting
1) The meeting is expected take at most 15 minutes and you will be asked questions to clarify some parts of your proposal and future work. You may also be asked to present live during the meeting.
2) The coordinators have a busy schedule. Every group must be ready at least five minutes before their scheduled time.

Please check out the document titled ***General Tips on Presentations and Meetings*** for other important tips you should consider during the meeting and while preparing your presentation.