

Senior Design

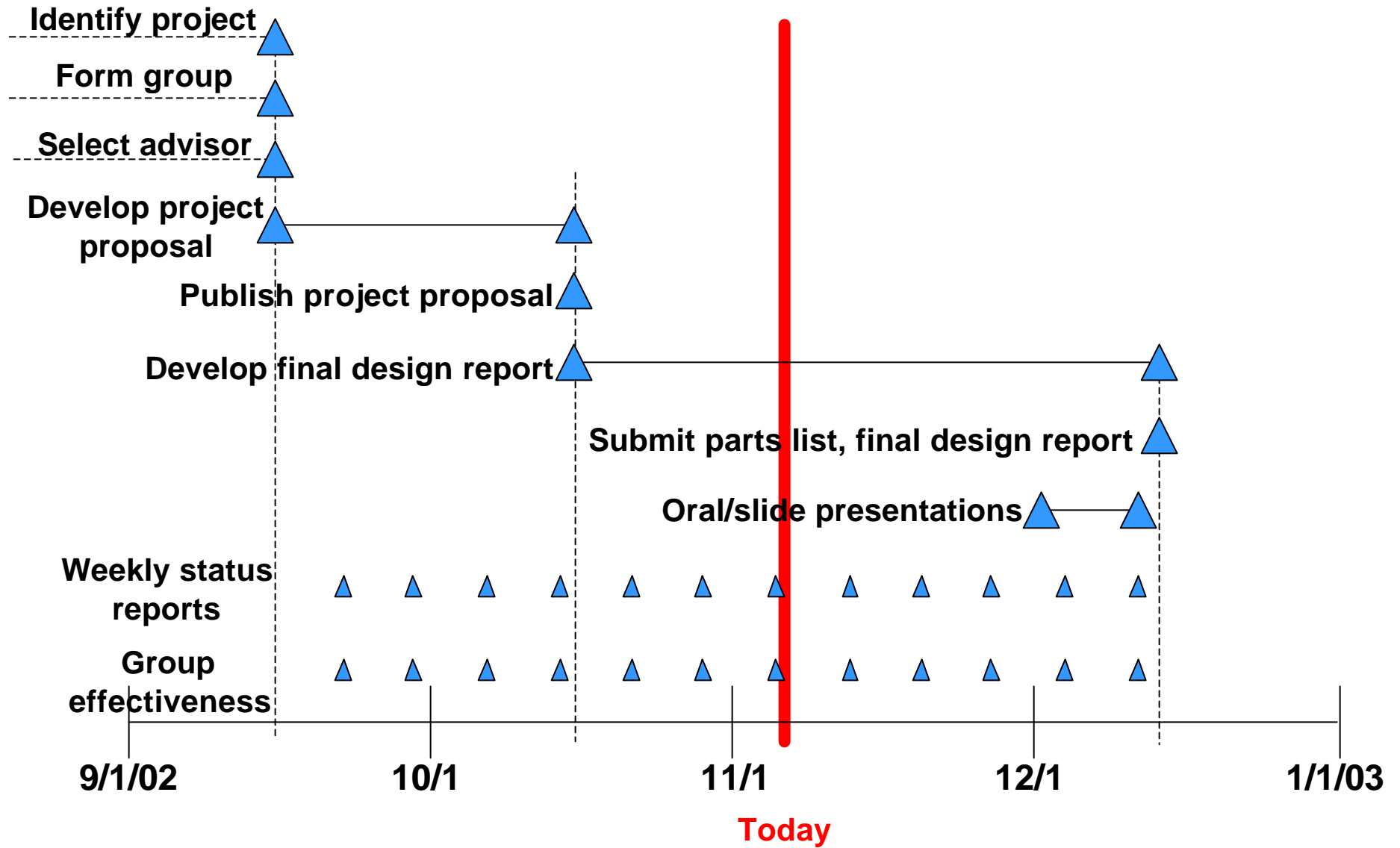
11/4/03

The Fall '03 Presentations

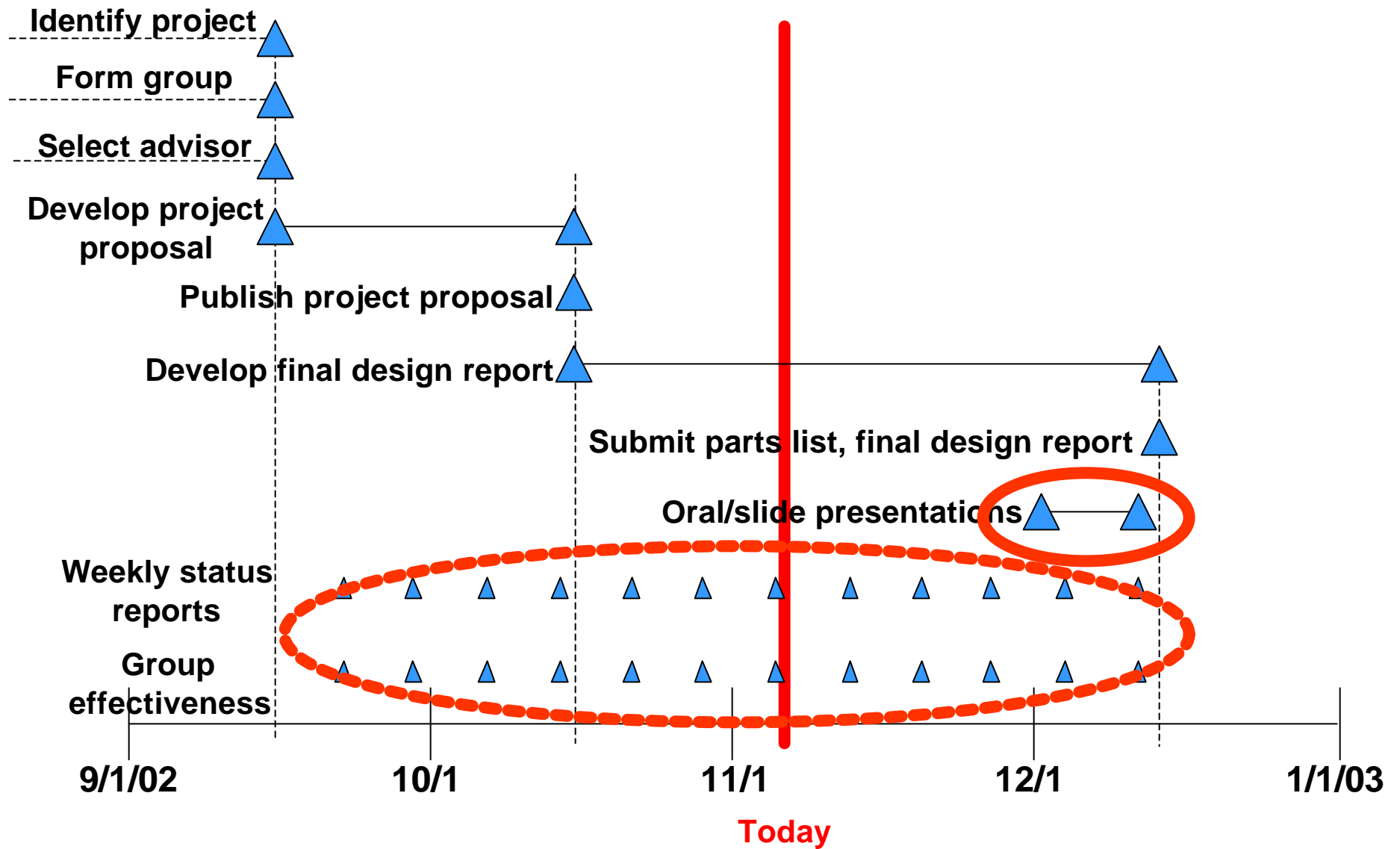
Agenda for Senior Design 11/4/03

- A word from one of our sponsors
- Milestones
- Course Logistics
- Presentation schedule
- Presentation logistics
- Presentation suggestions

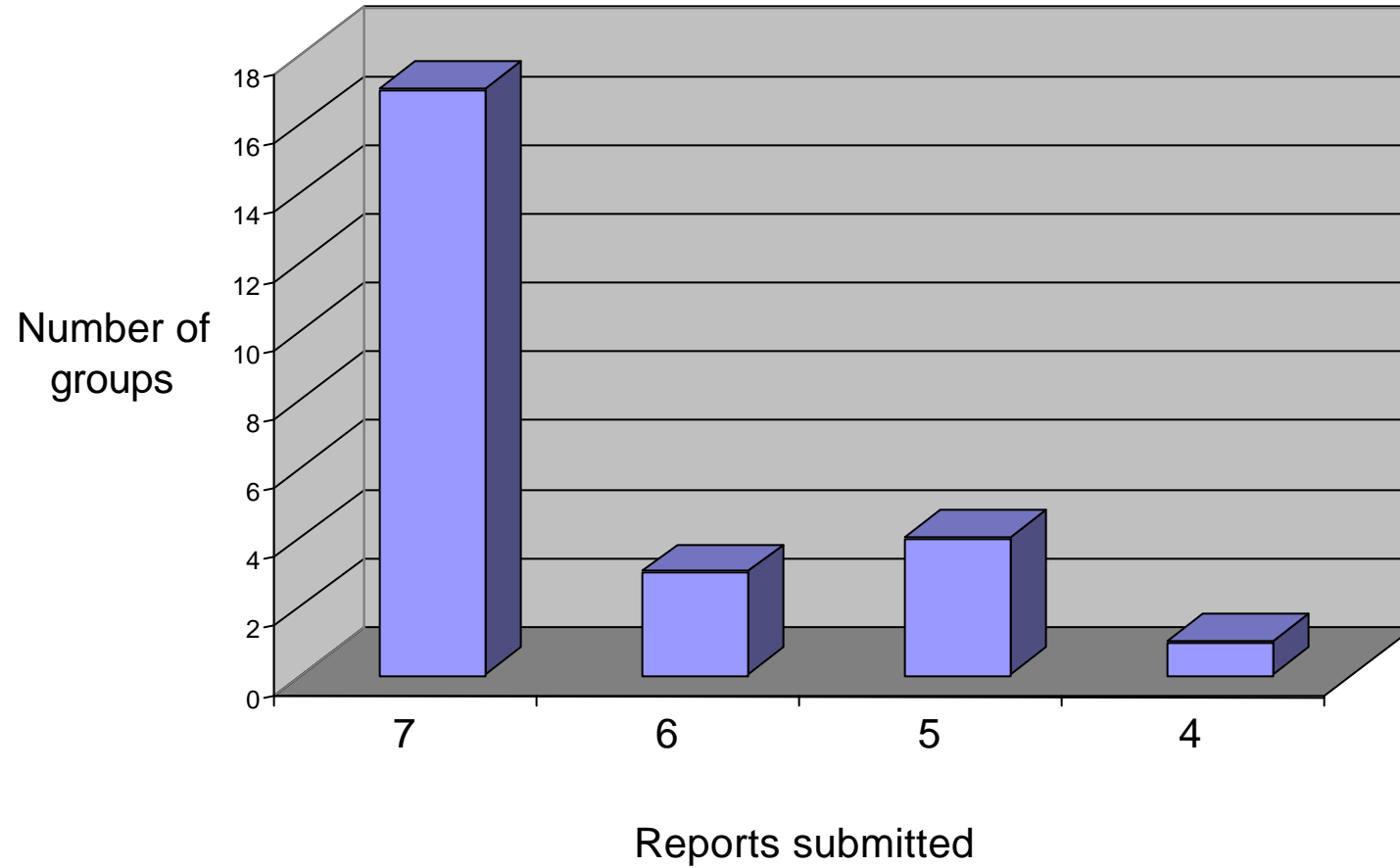
Senior Design Tasks – Fall '03



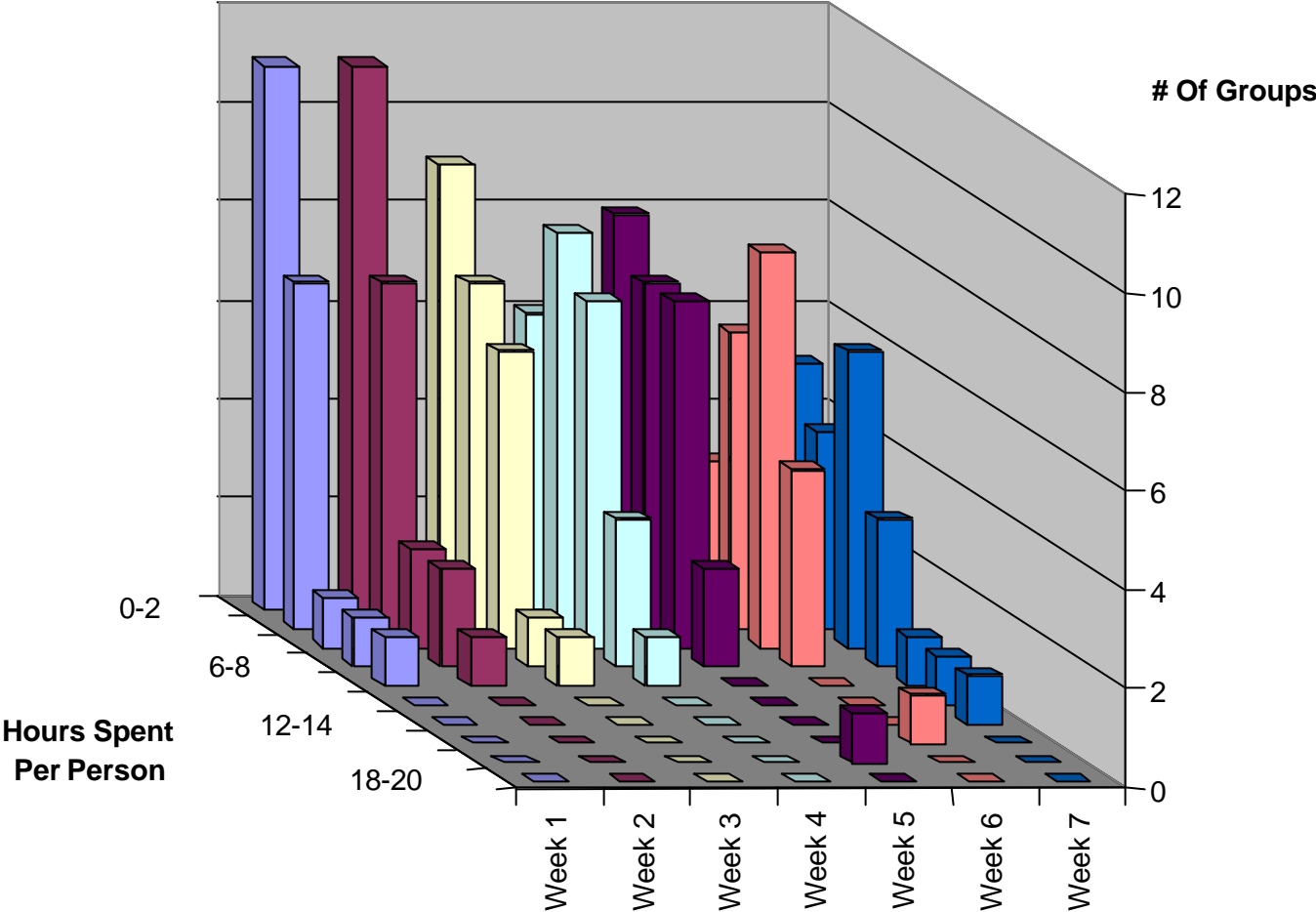
Senior Design Tasks – Fall '03



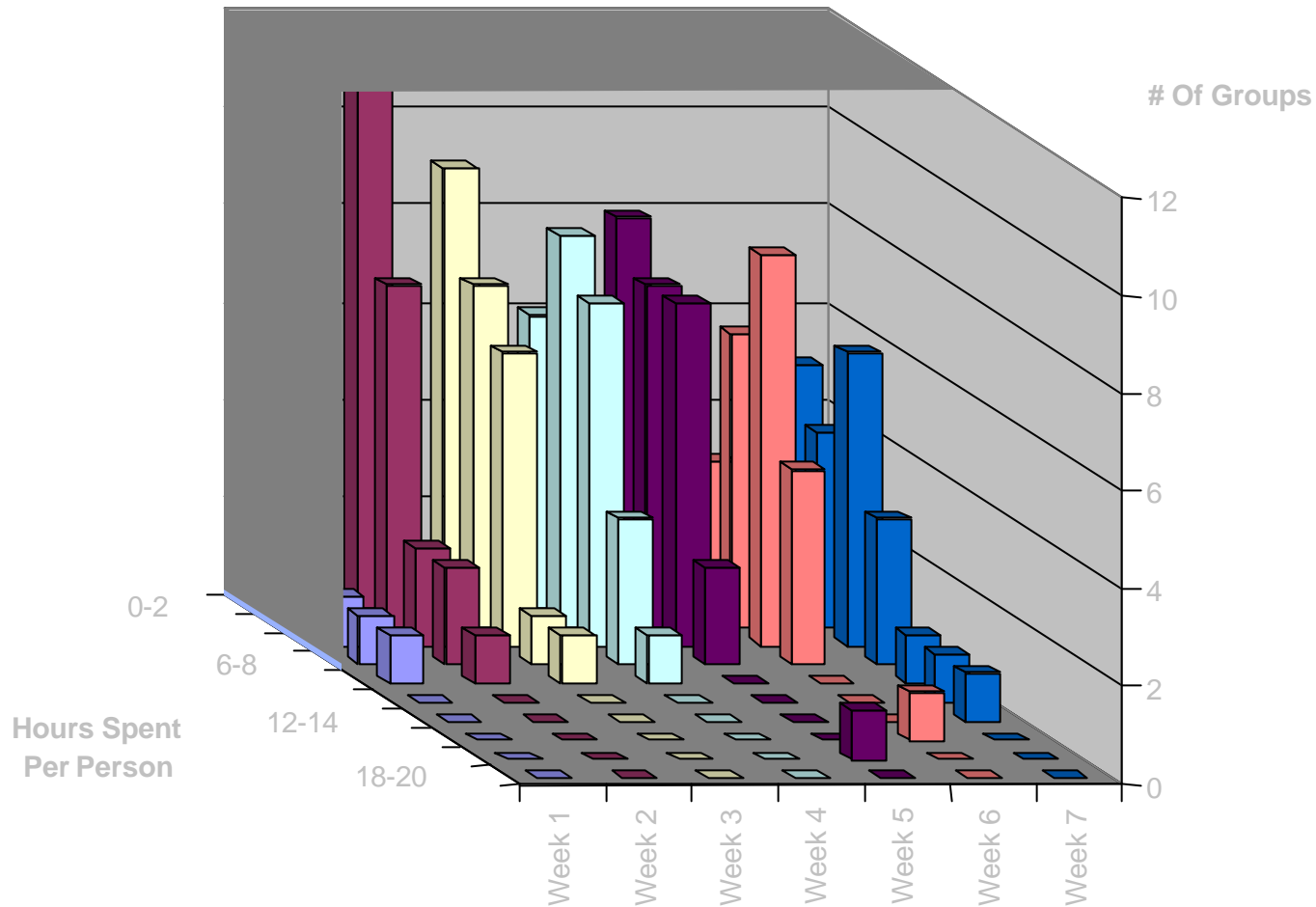
Weekly Reports



Average Per-Person Group Effort



Average Per-Person Group Effort (Remember: EE/CpE 423 is a 0-8-3 Course)



Presentation Schedule

Slot	Time	12/2	12/9	12/11
1	3:00 – 3:20		#12	
2	3:20 – 3:40		#22	
3	3:40 – 4:00		#2	
4	4:00 – 4:20		#15	
5	4:20 – 4:40		#8	
6	4:40 – 5:00	#20	#3	
7	5:00 – 5:20	#17	#13	
8	5:20 – 5:40		#6	
9	5:40 – 6:00		#4	

Unscheduled:

1 5 6 7 9 10 11 14 16 19 21 23 24 25 26

- Any groups who haven't picked their time slot by the end of this week, 11/7, will be assigned randomly
- Coordinate with your advisor (or you will have to repeat your presentation)

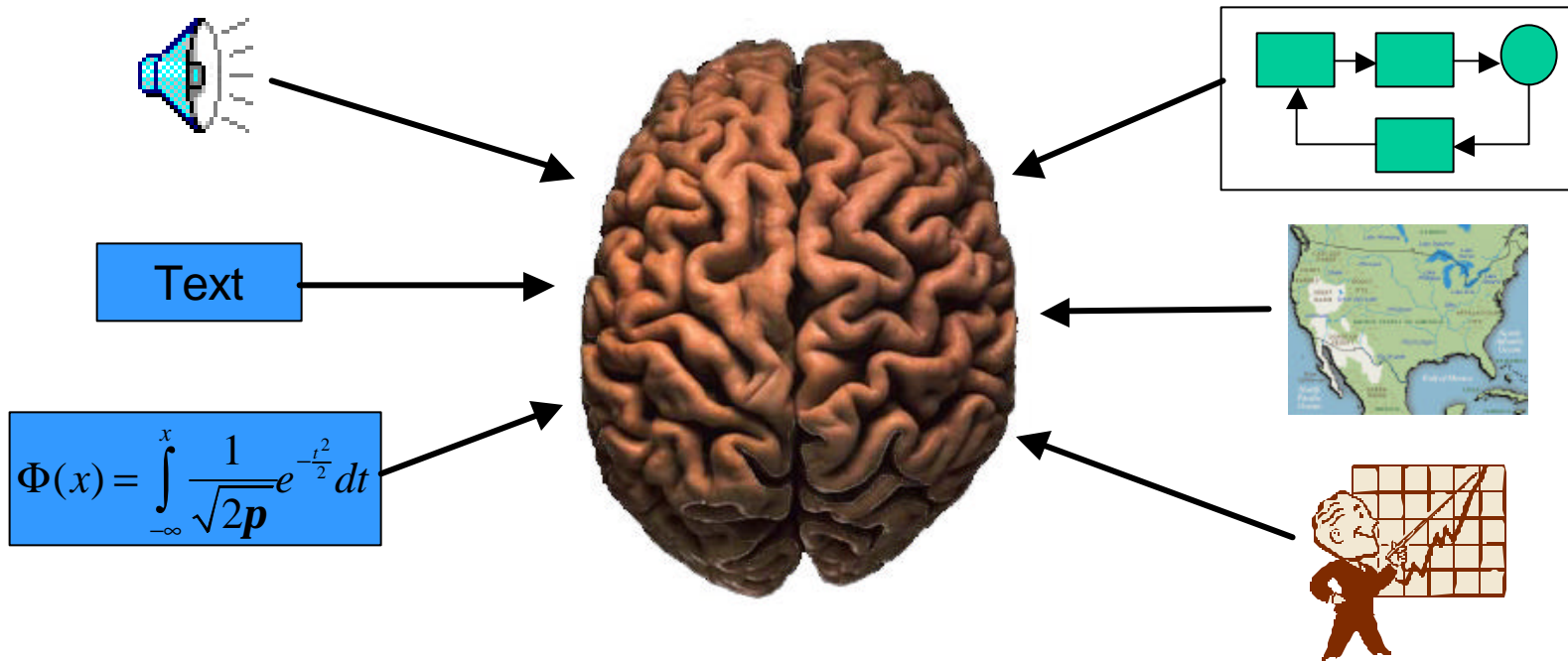
Presentation Logistics

- There are 25 groups presenting - time is tight!
 - 20 minute time slot
 - Includes ~5 minutes for questions, discussion, change over
- You should create your presentation with PowerPoint. Save it in PowerPoint2000 format (or earlier). **DO NOT SAVE IN POWERPOINT-XP VERSION – I CAN'T OPEN IT.**
- To simplify logistics, **email me your presentation before noon** the day of your presentation
 - there will be no time for setting up/switching multiple PCs, switching between PCs, slide projector
 - I'll put the presentation on my laptop
 - **I WILL NOT HAVE CD-ROM or FLOPPY AVAILABLE**
- Your presentation should fit on 5-8 slides
- Diagrams, tables, charts are preferred. Word only slides (like this one) are not!

Presentation Suggestions - 1A

- Many psychological studies have shown that the right and left halves of the human brain process information differently
 - The Left Brain processes text, speech and symbolic communications
 - The Right Brain processes images, diagrams
- If your slide consists only of text, like this one, your slide and oral presentation are only engaging half of the audience member's attention. Some people do not process written or spoken information well - you are missing them altogether
- Text-only slides are:
 - boring – especially if you read the entire slide
 - easy to forget
 - hard to skim through if you are pressed for time
- If you write everything, why are you needed for the presentation in the first place?
Just send a memo

Presentation Suggestions - 1B



- Graphics slides are more:
 - engaging
 - memorable
 - flexible

Presentation Suggestions - 2

- The standard instructions to a journalist:

Who	
What	
Where	
When	
Why	
How	

Presentation Suggestions - 2

- The standard instructions to a journalist:

Who	List group members and advisor on Title Slide
What	Describe the problem you are trying to solve
Where	Indicate the course number on Title Slide
When	Indicate the date, semester on Title Slide
Why	Describe the background of the problem - why is it interesting?
How	Describe your approach

Presentation Suggestions - 3

- Structure of any good presentation:

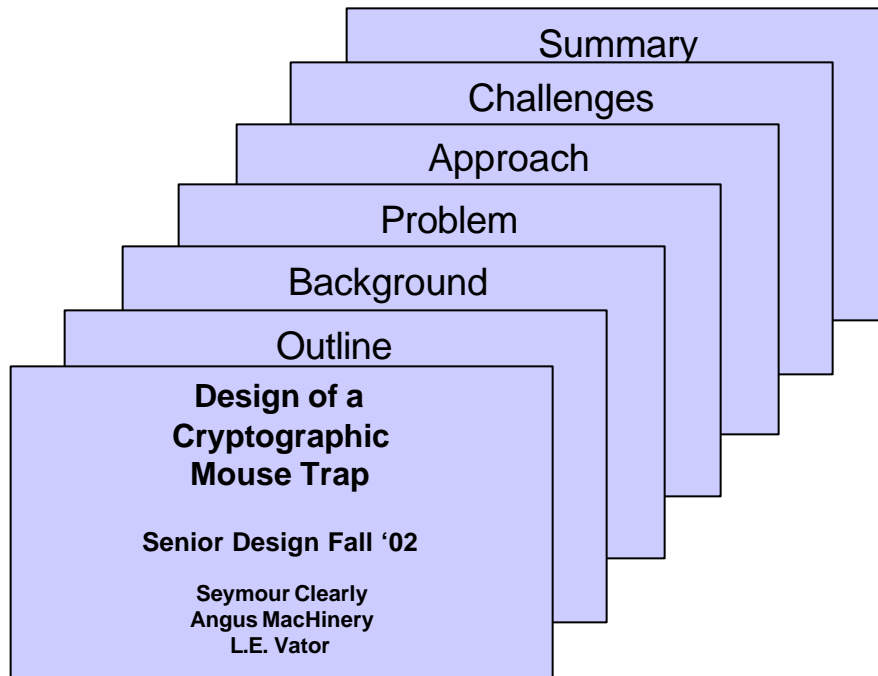
Tell them what you're going to tell them	
Tell them	
Tell them what you told them	

Presentation Suggestions - 3

- Structure of any good presentation:

Tell them what you're going to tell them	The outline
Tell them	The body
Tell them what you told them	The summary

Your Presentation



- Some items to consider in your presentation:
- A top-down presentation is usually the easiest to follow
 - It is also the easiest to adapt to the time available and the level of understanding of the audience
- Besides the Who, What, Where, When, Why, How, some specific questions to consider:
 - What is the problem you are trying solve?
 - Who is the customer?
 - How has the problem been approached in the past?
 - What are the current limits?
 - What are you proposing to do to remove the limits?
 - What impact will your solution have?
 - What challenges do you envision and how will you get around them?

Summary

- Schedule your presentation with the advisor's calendar in mind
- Structure the presentation to be effective
- Emphasize graphics to maximize impact
- Anticipate questions/issues and plan to address them
- Rehearse!