

4991/4992 Capstone Course

A Guide to the Final Presentation

Purpose

Final presentations will take place at the end of the semester with the purpose of demonstrating to the course assessors that:

4991: the project team is ready to move to the execution phase (materialization) in the following semester.

4992: the project is complete, and all goals have been met.

Please check the schedule :

<https://capstone.eng.bau.edu.tr/schedule.php>

Purpose

4991 teams need to demonstrate that:

- A solution to the problem has been chosen and design has been performed up the *physical architecture* step;
- Team members have been assigned responsibilities;
- Tasks have been planned in sufficient detail;
- Performance goals are defined and measurable.

4992 teams need to demonstrate that:

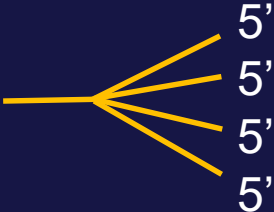
- The product, service or process has materialized;
- All performance requirements have been achieved;
- All constraints have been satisfied;
- All team members have contributed significantly.

Presentations

Presentations should be team-work with all members participating significantly.

Plan to present for about **40 minutes**.

As a guide, for example for 4 students, the time allocations may be:

- 10' Overview
 - 20' Individual Work
 - 5' Conclusion
 - 5' Demonstration
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Assessment

The final presentations are worth up to **20 points** but can have significant effect on other assessment categories.

The team advisers will act as assessors; other staff may participate.

Students will be assessed **individually** based on their performance with respect to **their specific responsibilities**.

Overall team performance will also influence scores.

See <https://capstone.eng.bau.edu.tr/syllabus-assessment.php>

Criteria that guide the assessors

Teamwork

Was the presentation well prepared with effective use of time? Did it include the project description, performance goals, details of the design? Is there an outline of the project plan including a project network, responsibility matrix, system interface diagram and Gantt chart? Were a number of conceptual designs considered with one optimal design decided upon based on objective reasoning with respect to engineering constraints?

4992

Did the student carry out their assigned tasks? Are subsystems appropriately integrated? Do results of tests provide proof that the product meets its design goals?

Criteria that guide the assessors

Individuals

Did the student clearly describe their responsibilities and prepare an effective plan of execution? Did the student understand the subject and explain themselves well. Are performance parameters, and experiments to measure them, well define? How well did the student understand and answer questions from the assessors?

General Advice

- Prepare well in advance of the presentation day.
- Use PowerPoint or a similar professional application.
- Prepare a clear/tidy presentation; use a spell-checker!
- *Make a backup on the cloud and/or flash drive.*
- *Check that your laptop works in your scheduled classroom.*
- Don't waste time giving irrelevant/trivial information!
- Make sure that every group member contributes significantly.

- Explain the work you did, and the results you obtained.
- Include a PN, RM, Interface diagram and Gantt chart.
- Emphasize the engineering decisions that you made.
- Use all the allocated time - without going over time.
- Explain without reading from a script.
- Know your subject well enough to answer questions.
- Don't use the white board!

Rules of thumb

➤ **Number of pages:** one minute per page \approx 35 pages

➤ **Distance**

2 m

1 title page
10 pages of overview
5 pages \times 4 members
5 pages Conclusion



Should be readable from 2 m on a 15" (full)screen



Text size

- This is Calibri 16
- This is Calibri 18
- This is Calibri 24
- This is Calibri 28
- This is Calibri 32
- This is Calibri 36
- This is Calibri 44

I'm using **Calibri 32** for headings and Calibri 24 for text.

But it depends on the room – check the room before you make a final format of the presentation.

And don't forget to insert page numbers



Don't **USE** *strange fonts*

Arial is a standard font, but not very nice.

Calibri is a nice standard font.

Cambria is a nice standard font.

Times New Roman is a bit old fashioned.

Fonts that emulate handwriting are not easy to read.

Use lists with bullets or numbers

How to put an elephant into a fridge:

1. Open the door of the fridge
2. Put the elephant into the fridge
3. Close the door

Try to be clear and concise

Too many words

Instructional Technology

A complex integrated process involving people, procedures, ideas, devices, and organization, for analyzing problems and devising, implementing, evaluating, and managing solutions to those problems in situations in which learning is purposive and controlled. (HMRS 5th ed.)

Instructional Technology

This is much clearer

An integrated process involving people, procedures, and tools, for solutions to problems in learning. (HMRS 5th ed.)

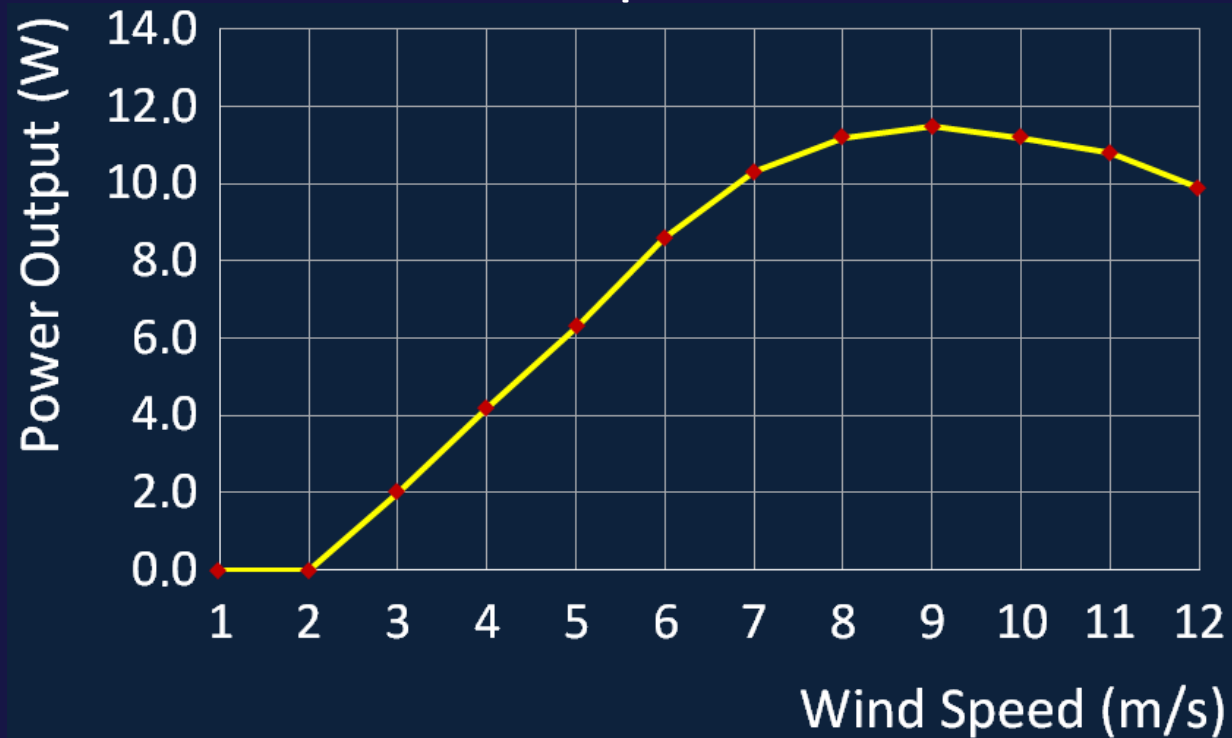
Tables can be useful, but there might be a better way to describe your data

Turbine
performance

Wind Speed (m/s)	Power Output (W)
1	0.0
2	0.0
3	2.0
4	4.2
5	6.3
6	8.6
7	10.3
8	11.2
9	11.5
10	11.2
11	10.8
12	9.9

This is much clearer.

Turbine performance



(this may vary depending on the type of project and how the work was organised)

The content of your final presentation

Introduction ($\approx 10'$) share this part between two or more students.

Introduce what the project is it about, what are the goals, who are the team members and what responsibilities they have and how they are organized (PN, RM, Interface diagram, Gantt chart). Explain the alternative designs and the final design choice with a reason.

Group member 1 ($\approx 5'$)

Explain your sub-system design, architecture, verification methods.

Repeat similarly for group members 2,3,4 ($\approx 5'$ each)

Conclusion ($\approx 5'$) choose one team member from each sub-group

Focus on demonstrating success (4991: the team is ready to go to the execution phase; 4992: the project goals have been met).

Check the time and gauge your conclusion to end on time.

Presentation Regulations

Come to the presentation room on time. Be ready!
Use one laptop for the whole team.

Pay attention to the schedule as early as possible so that you can inform us of any time conflicts. Your capstone presentation takes priority over all other courses – tell us if you need us to provide an excuse note for a class that is conflicted.

“No show” to the presentation is an automatic NA grade unless you can provide a valid excuse (in such cases the whole team will need to be rescheduled).