

EE/CpE 423

Senior Design

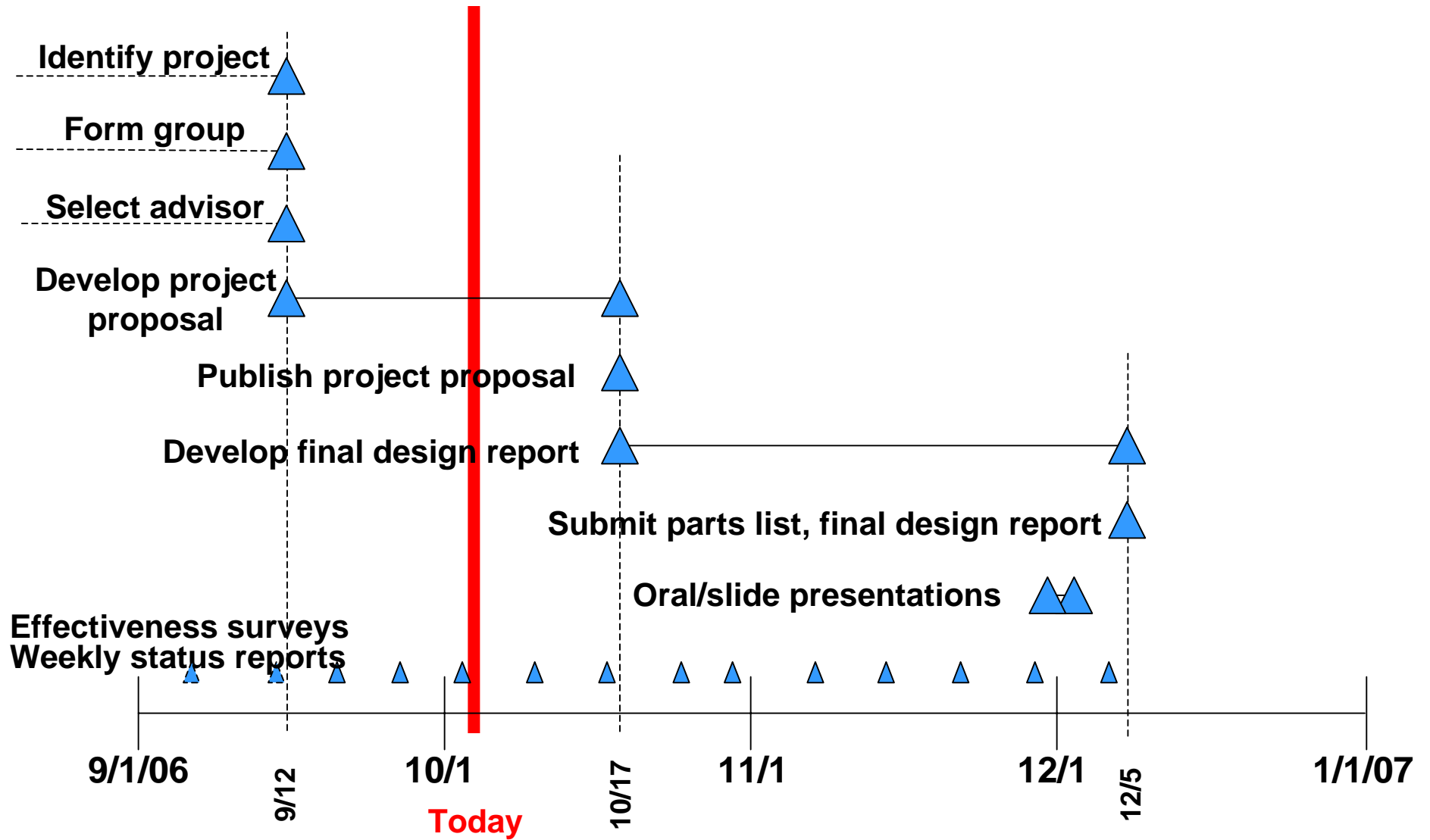
Fall 2006

Class 6 – 10/3/06

Agenda

- Task schedule
- Interim report guidelines
- Web site requirements
- Fall presentation guidelines

Senior Design Tasks – Fall '06



Interim Report Guidelines

- Interim reports are due at 3:00 PM, October 17. If we do not have class that day, deliver them to my office (B206) or the ECE office (B212). Reports slid under my door will be deemed to have been received whenever I happen to see them (e.g., probably late)
- Report requirements can be found at:
http://www.ece.stevens-tech.edu/sd/material/Project_Proposal.pdf
- Reports will only be accepted in hardcopy format, signed and pledged by all group members.
- You will need to provide a copy of the report for Mary Schurgot to grade and a copy for your advisor. Groups that I advise only need to provide one copy to me.
- The Interim Report is a detailed project proposal, describing what you currently understand your project to be. If there are design alternatives, list them, as well as how you will select the best one to pursue.
- Draft copies of the report and/or sections need to be sent to Maggie Hames in advance of the due date for guidance.

Senior Design Web Sites

- Every group must develop a web site
- The web site **MUST** be hosted on panda.ece.stevens-tech.edu.
 - You may put optional content on an external site, but only what is on panda and can be archived for future years will be graded.
- Logins/passwords will be sent to all Senior Design group leaders. Please change password to something better than a trivial modification of the login name...
- Web sites will be graded monthly on the 15th of the month, starting 11/15/06
 - Content must include:
 - All weekly reports (NOT Effectiveness Surveys)
 - Proposals, project reports, presentations
 - Links to relevant external sites are encouraged
 - Everything on your web site must be in one of two formats: .pdf or .html
 - No Word, PowerPoint, MSPProject, etc. files
- Web site design must be your group's original work. You can mimic format if you see something you like, but generate your own html.
- Consider readability of your site:

Is this very readable?

Fall Presentation '06 Schedule

- Email me with your **#1, #2 and #3** choices for time/date **PLAN AHEAD**
- Send your preferences by October 17.
- If you send me 1 or 2 choices, and your choices are not available, or if no preferences are sent by October 17, I will assign your time randomly based on my preference
- If you discover you need to change your time/date after it is scheduled, you will need to find a group to switch with yours and have both groups inform me of the change.

Tuesday, November 28	
Time	Group
3:00 – 3:20	
3:20 – 3:40	
3:40 – 4:00	
4:00 – 4:20	
4:20 – 4:40	
4:40 – 5:00	
5:00 – 5:20	

Tuesday, December 5	
Time	Group
3:00 – 3:20	
3:20 – 3:40	
3:40 – 4:00	
4:00 – 4:20	
4:20 – 4:40	
4:40 – 5:00	
5:00 – 5:20	

Select these time slots as your #3 choice, only

Presentation Logistics

- There are 12 groups presenting - time is not as tight as it has been for other classes, but Murphy's Law guarantees problems.
 - 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 or Office2003+ VERSION – I CAN'T OPEN IT.**
- To simplify logistics, you must **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**
 - **DON'T MISS YOUR TIME SLOT – While I would like everyone to see every presentation, as a minimum, arrive at least 20 minutes early. If you miss your assigned time slot, there may not be time for a makeup of this required presentation**
- Your presentation should fit on ~5-8 slides
- Diagrams, tables, charts are preferred. Word only slides (like this one) are not!

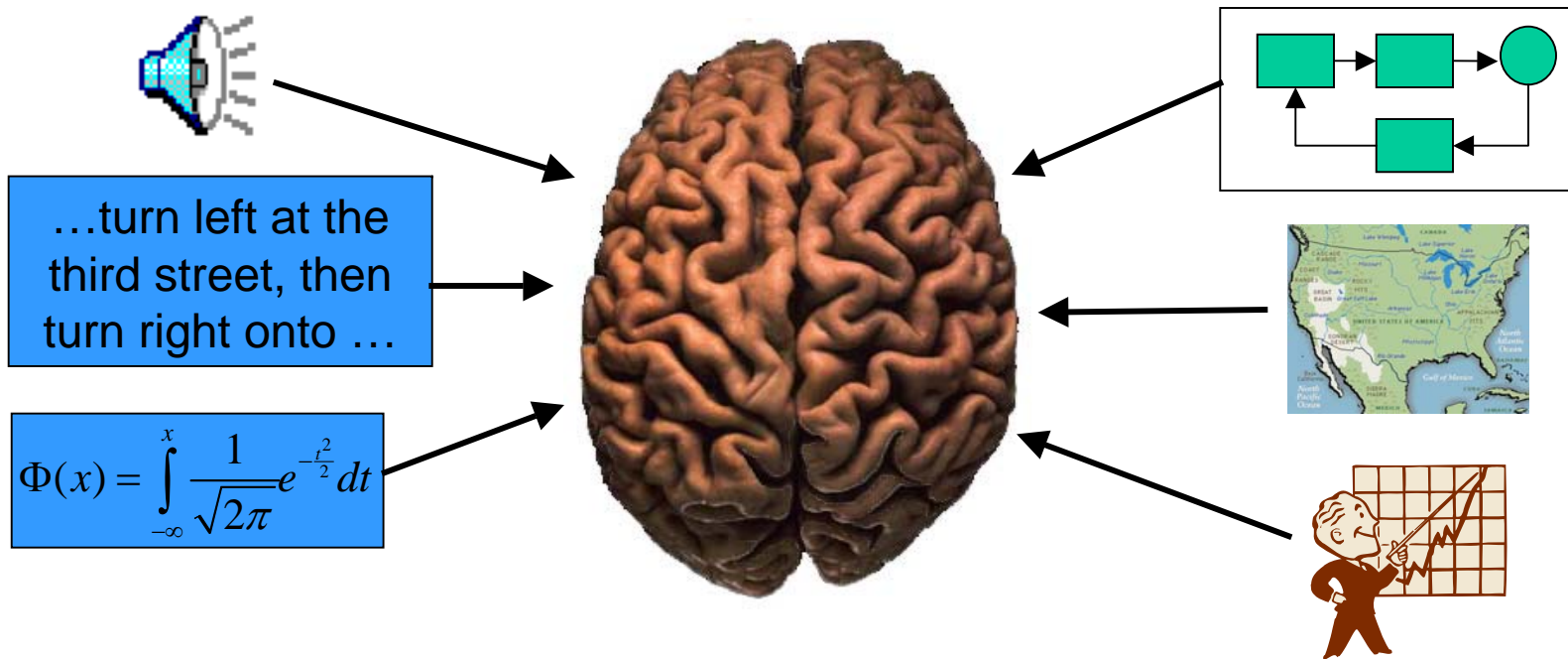
Generic Guidelines For A Good Proposal or Presentation

- Consider addressing the following questions:
 - What are you trying to do?
 - How is it done now?
 - What are the limits of current approaches?
 - How will your efforts influence the current limits?
 - If you succeeded beyond your wildest dreams, what would the impact be?
 - How will you be measuring progress to your end goals? How will you know if you are moving ahead or are stuck?
 - What is this effort likely to cost? What is the schedule?

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:

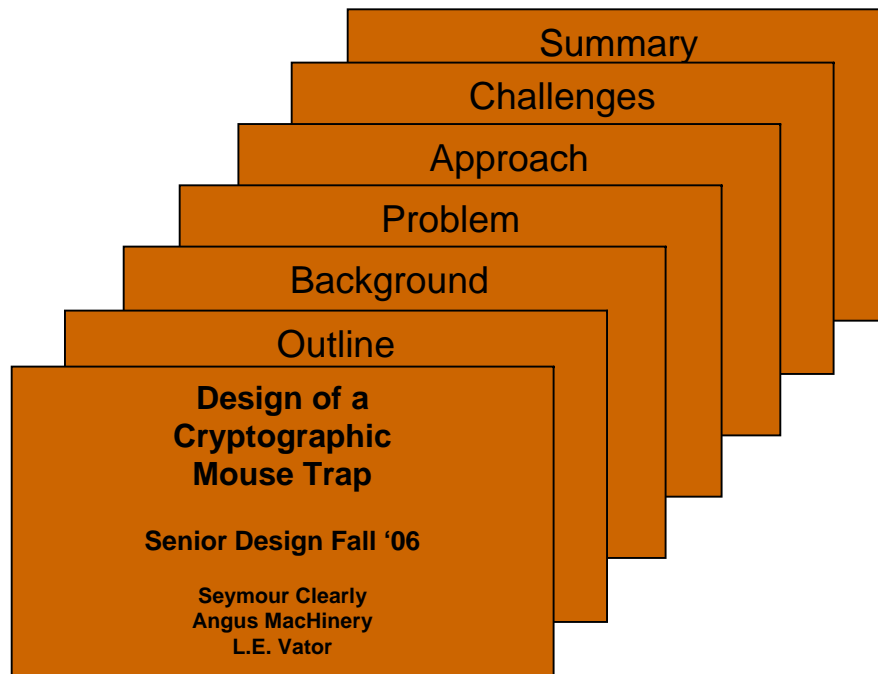
Tell them what you're going to tell them	
Tell them	
Tell them what you told them	

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
 - Back-up material is good, but you don't have to use it all.
- 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. They need to grade your work, to avoid duplicating your presentation, find when they may be available and invite them.
- Structure the presentation to be effective
- Emphasize graphics to maximize impact
- Anticipate questions/issues and plan to address them
- Rehearse!

Summary

- Schedule your presentation with the advisor's calendar in mind. They need to grade your work, to avoid duplicating your presentation, find when they may be available and invite them.
- Structure the presentation to be effective
- Emphasize graphics to maximize impact
- Anticipate questions/issues and plan to address them
- Rehearse!



This is 16 point Arial (~ Tahoma, Helvetica, Lucida Sans)

Avoid anything smaller (this is 14 point)

Serif fonts (this is 16 point Times Roman)
are harder to read than sans-serif fonts