

Risk Reduction Presentation (156A)

During Finals Week of MAE 156A Each Team will Present to the Rest of the Class. Attendance is required for the entire 3 hours

Links to: Electronic review on presentations will be posted on Canvas:

Prepare a 12 minute presentation that includes:

Steps 1-3 (i.e. background) ~ 3 minutes

Steps 4-8 (i.e. accomplishments in 156A) ~ 9 minutes

1. Overview of the Problem Definition. The whole class needs to understand the project background and objectives.
 - Clear Figures with annotations are key. You can use figures from your sponsor (with appropriate credit), but often teams need to create additional figures to increase clarity. Clear hand drawings are OK, but CAD is often more clear. [See example of good figure](#).
2. Functional Requirements (F.R.s) and Constraints of project.
3. High Risk Areas
4. Team Risk Reduction Achievements.
5. Design Solutions under consideration. Make sure to use [annotated sketches or CAD](#).
6. Remaining questions and unresolved issues
7. Project Management for next quarter:
 - Milestones with specific objectives and dates. A milestone is an accomplishment of an important step in the project such as demonstration of a subcomponent. A good set of milestones breaks a project down into manageable parts and focuses the team on critical objectives.
 - Topics for each member's individual component analysis
 - Gantt chart of 156B quarter (indicate where the milestones occur)
8. Accomplishments that do not fit into your 12 minute presentation should be included in Backup Slides at the end of your presentation. They can be used during Q&A, and will be reviewed by the instructor and incorporated as part of grading.
9. Post your presentation and progress reports on your team's webpage
 - Review the [Team Webpages Guidelines](#) and the Subfolder locations to post the Presentation Slides.
 - Check your page at the [links to all team webpages](#)

Example High Quality Risk Reduction Presentation

- [Tandem Trike Team's Risk Reduction Presentation](#)

Logistics

1. Post your Presentation on Canvas AND on your [team webpage](#) under Reports (use the add file button) at least half an hour before the presentation. Bring your presentation on a laptop. Post both editable versions and a pdf version.
2. Each student should bring a laptop, smartphone or other connected device which we will use to give feedback on other team presentations.
3. Grading will be based on:
 - **Problem Definition** - Does the whole class understand the big picture and the details (20%).
 - **Project Management** - Identification of areas of high risk, specifying meaningful milestones, indicating challenges of system integration and coupling (10%)
 - **Risk reduction achievements** (50%)
 - **Quality of graphics in presentation** (15%)
 - **Attendance and feedback provided to other teams** (5%)

After the Presentation

1. Make sure to email to your sponsor a copy of the presentation.
2. Prepare a [weekly progress report](#) for a [meeting with your instructor](#) during week 1 of MAE156B.