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| COMM-3069 | MGMT-3074 |
| Oral Presentation 15% | Oral Presentation 10% |

The oral presentation required for COMM3069 is the same as for MGMT3074.

PRESENTATION DATES:

April 5 to April 14

- Sign up for your presentation using this [booking form](#)
- Be prepared to present a professional team presentation on the class time that day.
- Be familiar with media to be used, share responsibilities, and have a back-up plan. Check out the room for layout/space and media equipment.

PRESENTATION GUIDELINES:

1. A professional team oral presentation on the team project: current status, purpose and scope of the project; description and explanation of the project problem, planning, process and solution/results; individual deliverables; project's time and cost; risks, issues, and lessons learned; variances in timelines and budget.
2. Presentation for each group should be approximately **15 minutes**. Each team member must have approximately equal opportunity to speak.
3. The presentation must include the following:
 - a. an introduction to the project (name, purpose, scope, status), the team, and the overall plan for the presentation.
 - b. an organized and fluid delivery of presentation content.
 - c. a conclusion to provide a wrap up of the overall project (all key areas, results, summary of successes and shortfalls) and to invite audience questions.
4. If you had a "design-build-test" project, the presentation shows the design process including your CAD models (first and last version), Hardware built or printed, schematics, breadboard layout, measurements/confirmation breadboard works, programming code highlighting own developed code, PCB layout, finished PCB, final assembled part, 'show-and-tell' of the final product.
If you had a "robotic" project, the presentation shows the machine bed modifications (design and parts); HMI design, code, function; PLC code, function; robot code, function; tag/communication system. Overall function in a "show-and-tell".
5. An integrated group PowerPoint slide show or equivalent must accompany the presentation. Use meaningful (refer to and explain) and useful (size, quantity, colour, focus, layout) visuals. Ensure effective editing, appearance, timing, and transitions. See guidelines for PowerPoint presentations on FOL. Other visuals may be used in addition.
6. The dress code is "interview style" (shirt and tie for males, equivalent for females).
7. Individual presentation skills will be evaluated based on speaking style, effective delivery, appearance, and integration with the group.
8. For MGMT-3074, students are required to attend peer presentations and complete 2 evaluations of their peers. Only one peer evaluation per day is counted.
9. Presentations will be evaluated by a panel: All faculty present will participate in the marking. A single mark will be assigned for both courses. Please note that due to conflicting schedules not all faculty involved will be present for all presentations.
10. See the marking criteria in the corresponding marking [rubric](#).
11. As an audience member, please show up before the presentation begins and do not leave until it is finished.
Do NOT interrupt a presentation.