

## Video Presentation Guide

Before developing your video presentation, it is strongly recommended that you revisit the video presentation assignments for EEE 392 Project Management course.

The following describes briefly how to prepare your presentation:

1. The video should be based on the content of the final report, encompassing all project activities within the semester. You may also consider including some activities from the detailed design stage of the previous semester (EEE491 Detailed Design).
2. The following items must be presented by all team members: [ ~ time / ~ number of slides]
  - a. Team formation, needs identification, problem statement, requirements, proposed concept and the detailed design [90-120 seconds/ 5-6 slides]
  - b. Implementation details of your design [ 90-150 seconds/7-10 slides]
  - c. Testing, demonstration of how your design meets the requirements (justify if not) [ 90-120 seconds/6-9 slides]
  - d. Cost analysis, commercialization, standardization, certification and safety aspects of your design [ 90-150 seconds/6-8 slides]
3. Each team member should present one or two items, or a part of a larger item. Strive for a fair distribution of responsibilities among your team.

### Additional Notes

**Duration:** The video presentation must be between 6 and 8 minutes long. Videos shorter than 6 minutes or longer than 8 minutes will NOT be graded.

**Language:** All presentations must be in English. Presentations in other languages will NOT be graded.

**Presenter Visibility:** Each presenter's face should be clearly visible in the video while presenting their assigned item.

**Video Sharing Platform:** The video file can be uploaded to any video sharing platform. YouTube is preferred, but other platforms are acceptable as long as the video remains accessible until the end of the grading period. Make sure your video is set to public viewing.

**Content and Team Size:** The content of the presentation described above is independent of the number of team members. It applies whether you have a single person or a five-student team.

### Grading

ID	Evaluation Criterion (Video Presentation)	%
1	Team-Organisation (task sharing, responsibilities clearly defined)	10
2	Team-Skills (tasks distributed based on skills and interests of members)	10
3	Team-Fair Workload (tasks distributed fairly, planned-well workload for each member)	10
4	Team-Measurable deliverables (measurable tasks for each member, all tasks completed successfully to meet objectives)	10
5	Communication-Language of presenter (use of grammar, spelling and pronunciation)	10
6	Communication-Audio/visual of slides (font size, style, information relevance, crowding, text-visual balance)	10
7	Communication-Audio/visual of presenter (clearly visible face, clear voice, eyes not reading, well-focused on ideas but not environment or slides)	10
8	Design-Preliminary (Team formation, needs identification, problem statement, requirements, proposed concept and detailed design)	5
9	Design-Implementation (Details of implementation)	5
10	Design-Demonstration (Testing and demonstration, to meet the requirements, user needs)	10
11	Design-Commercialization(Cost analysis, marketing, economical, standardization, certification, legal and safety issues)	10
<b>Total</b>		<b>100</b>