LECTURE TWENTY FOUR: In Preparation for the Final Presentation

Remark: In this lecture we share the rules that we have followed for our final presentations.

Introduction

Our procedures to make the final oral presentations are described as follows. It is suggested to have only *seven* slides (transparencies) to be used for a 15-minute oral presentation, followed by a five-minute video of the actual demonstration in the laboratory, and five minutes for questions and answers, a total of 25 minutes per group. Those groups without videos may use 20 minutes for their oral presentation and demonstration. There will be five minutes break between groups, to set up the video, while the last group is cleaning out their belongings.

In your slides, cover issues that we have described in this course repeatedly. But most importantly, try to present your case as clearly as you can, and with minimum distractions. This is a technical course above and beyond anything else, do not lose sight of that. Do not try to reduce its technical contributions and impacts by not stressing its significance, which may result in degradation in your final grades. Your work must be accurate and complete as far as your problem statement and the meeting of your specification requirements are concerned. Do not exaggerate, nor underestimate your achievement, just describe it precisely and concisely.
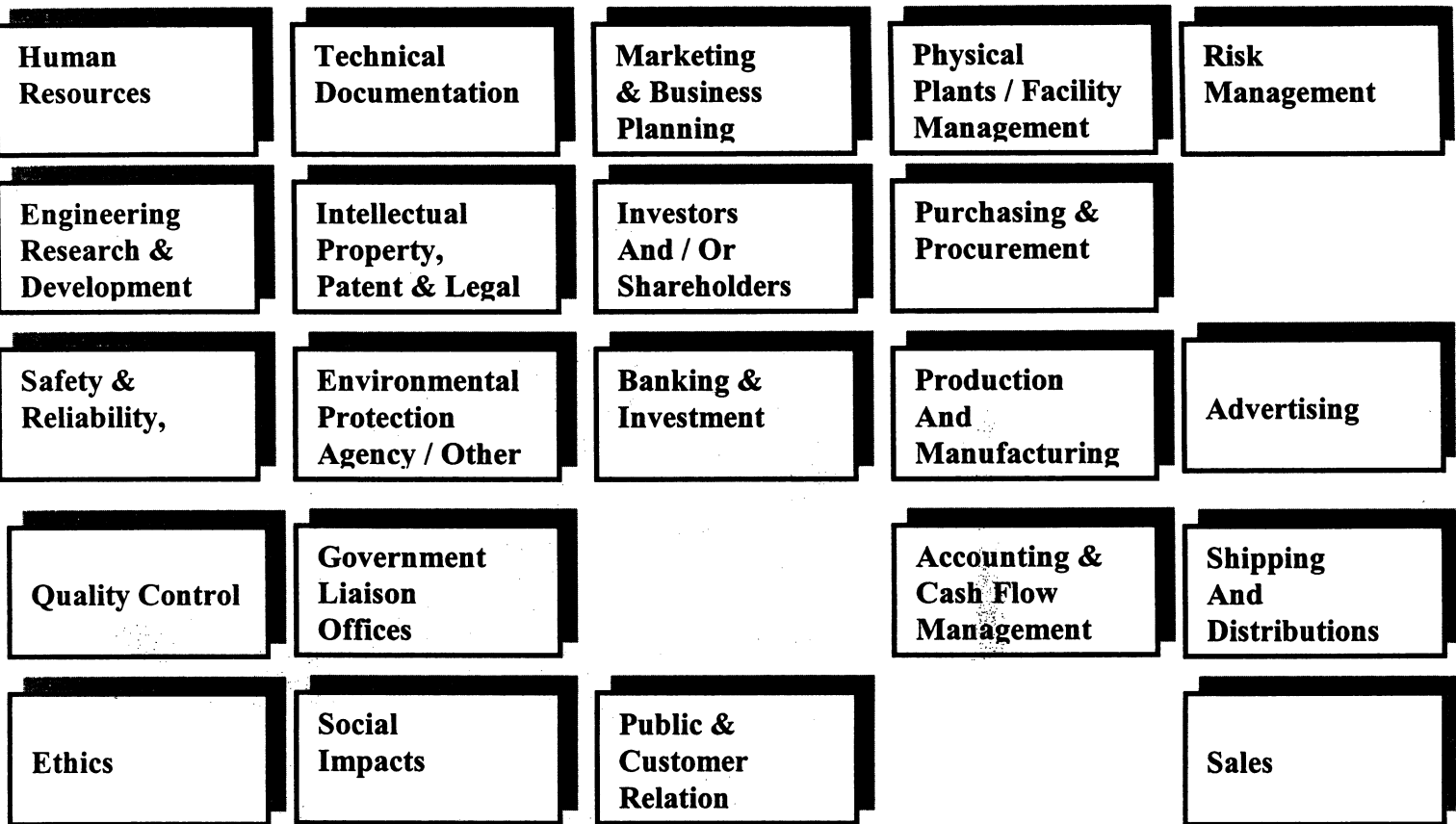
The order of presentation is exactly the same as our earlier demonstrations, and in fact is exactly in parallel with the table of contents of our final report. Namely, the first slide should cover the names, and all introductory information about your design project. Use one word, say *"Introduction,"* on the upper right corner of this page to indicate where you are in your presentation. *You may use similar flags in all of your slides.* The second slide covers technical issues, which in turn both problem statement and your design are described here. Continue on the next page to cover the same general technical topics – this is really the heart of your work. All your results must be included by page four, since you are half way into your allowance, and by now should have convinced everyone that you have a genuine design project and outstanding results. Page five should have *a* review of administrative structure of your cooperative work. Budget and/or cost analysis and all such related matters should be included here. The next slide (page six) covers your critical evaluations and design comparisons, meeting various expectations, or otherwise, as described in Chapter Six of your final report. Finally, Conclusions, along the same lines as your Chapter Seven must be described on slide seven. *Faculty will be evaluating these presentations using the same set of questions as in Lecture Note Sixteen, or a similar set prepared by your course instructor.*

Each page may have up to *two footnotes,* to be used for references or similar explanations. *Lessons learned* throughout this experience can be included as possible on all pages, but definitely some on pages two to six.

Final Thought

We have repeatedly used the following remarks in this course. Namely, technical design as conducted by engineers is just *one* tile on the vast mosaic of an engineering enterprise. Again, the following table perhaps will convince us that an engineer must learn both social and technical skills in order to interact with a large group of professionals from an ever diverse host of people from all over the world. To interact with these people, and bring together the product to the market place in a manner to make sufficient income to sustain such an operation, is an art that we must learn, while we are still in school. To educate students about these concepts as they will face in their careers, has been our goal, which we hope we have accomplished. Looking at these matters and understanding the thought behind inquisitively is also a process that we hope has been initiated in our students.

Table 1. The tiles on the mosaic of a typical engineering organization.

Human Resources	Technical Documentation	Marketing & Business Planning	Physical Plants / Facility Management	Risk Management
Engineering Research & Development	Intellectual Property, Patent & Legal	Investors And / Or Shareholders	Purchasing & Procurement	
Safety & Reliability,	Environmental Protection Agency / Other	Banking & Investment	Production And Manufacturing	Advertising
Quality Control	Government Liaison Offices		Accounting & Cash Flow Management	Shipping And Distributions
Ethics	Social Impacts	Public & Customer Relation		Sales

Closure

The class ends with the following remarks. All your logbooks, slides (plus one paper copy), videos and four paper copies of final reports are due on specific time and location as announced. We will also appreciate having two floppy disks of the above. Some of these items will be returned to you for your presentations and according to our announced schedule. Please be there on time and *try to attend at least three more presentations* beside your group. Try to rest and relax, but take nothing for granted during your presentation!

Essential thoughts in this lecture

Issues.	Applicability to your project, if any.
Perhaps this is the most appropriate place to declare that "Each and every piece of these lecture notes forms a tile on the final mosaic of this course. Try to assemble those as best as possible such that it portrays your contributions, and your learning of issues discussed in this course."	Obvious! However, you may still claim that, for instance, your project has nothing to do with certain issues discussed in class. Clearly, and if that is the case, then you must justify your claim.
Anything else have you learned in this course?	Think about it! We believe you have!

Good Luck and Best Wishes!