

# Progress Presentation

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Let's make progress and report

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# Progress and Report

- **Progress Presentation Purpose**
  - Review Team's Works
  - Describes Progress
  - Present important highlights
- **Progress Presentation Overview**
  - **10 – 15 minute** presentation (including Q&A)
  - **6 – 7 slides**
  - **All team** members must be present
  - Presentation by **1** member
    - **Selected by random draw on presentation date until everyone in a team is selected at least once**
    - **Selection of 1 member by draw continues after that**
  - **Respond** to questions and suggested ideas
  - **Submission** of the presentation file a day before presentation
  - **Keep** hardcopy in your project folder

# Progress Presentation Format

- **Slide 1 - Cover Page**
  - Project Title
  - Date
  - Names of Team Members
- **Slide 2 – Executive Summary**
  - Highlights
    - What went well over the last period
    - Key findings and results
    - Impacts of the results
  - Lowlights
    - What did not go well during the period
    - Changes to be made in the approach
  - Issues
    - Barrier to be removed
    - Problems beyond team's scope or authority
    - Issues responsible to the lowlights
- Plans
  - Areas to be focused next period
  - How lowlights and issues resolved
  - Future actions
- **Slides 3 – 6 : Supporting Information**
  - Drawings of Design
  - Experimental Settings
  - Key Indicators of Performance
  - Chart reviewing performance against schedule
  - Results from Analysis and Testing (plots, etc)

# Progress Presentation Grading & Schedule

- **Grading of Progress Report Presentation**
  - **Team grade** for presentation contents, delivery, and progress made
  - **Individual grade** for communication skill
- **Upcoming Progress Presentation Schedule**
  - **Jan 23**
    - Focus: Analysis of Alternative Solutions
  - **Jan 30**
    - Focus: Selection of Top Design