MICHIGAN STATE
U N I V E R S I T Y

04/13: This and That

The Capstone Experience

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Spring 2023

From Students…
…to Professionals

This and That

➤ Design Day

- Team Project Video Status Reports

- Team Evaluation Form (TEF)

- What's ahead?

Design Day Name Badges

- ~~Created From Design Day Booklet Templates~~

- ~~Complete Printout on Downloads Page~~

- ~~Check for errors.~~

- ~~Email detailed corrections by midnight.~~

- ~~Name badges will not be reprinted.~~

- Too Late

Design Day Setup

- Thursday, April 27, 1:00 p.m.
- Meet at Capstone Labs
- To Do...
  - Find Team Table
  - Setup and Test
    - Poster
    - Electric
    - Wired or Wireless Network Connection
  - Ensure everything is working.
  - Return everything to lab and lock it up.
- Expect Most Team Members
- Need To Finish by 2:45 p.m.

Design Day, Friday, April 28

- < 7:00 a.m. Arrival
- 7:00 a.m. Setup
- 8:00 a.m. Exhibition Starts
  - Visitors
  - Corporate Project Sponsors
  - Judges
- ~12:00 p.m. Tear Down (When TMs Say Ok)
- 1:15 p.m. Awards Ceremony
- ~2:30 p.m. Pizza House
  - RSVP on Downloads Page: Google Form
  - Must RSVP by Friday, April 21 to Attend!

Design Day Awards

- Awards
  - Auto-Owners Exposition Award
  - MSUFCU Praxis Award
  - TechSmith Screencast Award
  - Amazon Sigma Award
- Based On
  - Project Plan
  - Project Video
  - Design Day Performance
  - Software System

Design Day Awards

- Judges
  - ~ 17
  - Mostly Corporate
  - See Design Day > Awards
- Judging
  - Reading Project Plans
  - Watching Project Videos
  - Mostly Interviewing Teams at Tables

This and That

✓ Design Day

➢ Team Project Video Status Reports

- Team Evaluation Form (TEF)

- What's ahead?

Read Me

- Presenting
  - The purpose of the Project Video Status Report Presentation is to convince everyone that your team has made significant progress on your project video and will be able to complete it by the due date, Sunday, April 23.
  - The time limit for your presentation is 5 minutes, which will be strictly enforced. Practice your presentation to ensure that your team will finish within the allotted time of 5 minutes.
  - We will meet in "split-hands" meetings. Luke's teams will meet in STEM 3202, Griffin's teams will meet in STEM 2202, and Tommy's teams will meet in Anthony 1281.
  - Dr. D. will combine the individual team slide decks into multiple slide decks, one for each TM.
  - Your TM will project the combined slide decks using their laptop, which your team will use for your presentation.
  - Your team may have one or more presenters.
  - The order in which the teams will present will be random.
- Creating and Editing
  - Use only the Windows version of Office 365.
  - You must use this PowerPoint slide deck template as is. Do not change the number of slides unless the instructions explicitly allow you to duplicate slides. Do not change the order of the slides. Do not change the styles. Do not edit the master slides.
  - Throughout the template, replace placeholders […] with the appropriate information.
  - For each of the status report slides, replace the placeholders between "[" and "]" with honest actual values like "Yes" or "10" or "75%". Do NOT add or delete bullet points.
  - Edit the center footer by clicking the Header & Footer button on the Insert ribbon. Change [Team Name] in the footer to your company name as in "Team TechSmith Project Video Status Report Presentation". If necessary, extend the width of the center footer textbox on the master slide, making sure that you re-center the enlarged textbox.
  - Do not include any company confidential information in your presentation.
  - Delete every textbox that includes "Delete this textbox" and every slide that includes "Delete this slide."

READ ME

- Submitting
  - All presentations must be submitted to us and to your client by 11:59 p.m., Wednesday, April 19.
  - Name your PowerPoint slide deck file as "team-[team-name]-project-video-status-report-presentation.pptx" replacing "[team-name]" with your team's name normalized by using all lower case, deleting non-numeric and non-alphabetic characters, and replacing blanks by dashes. Examples include "team-kelloggs-project-video-status-report-presentation.pptx" and "team-delta-dental-knowledge-science-1-project-video-status-report-presentation.pptx" .
  - Upload your PowerPoint slide deck to the folder "Project Video Status Report Presentation Slide Decks" in our Microsoft Teams General Channel file space by 11:59 p.m., Wednesday, April 19. In addition, upload your slide deck to your team's private channel file space in case your slide deck is deleted by accident from the General Channel file space, and you need to prove that you did indeed upload your slide deck by the due date and time. Set File Explorer or Finder to show all file extensions to ensure that there are no blanks before the ".pptx" extension as in "team-amazon .pptx".

MICHIGAN STATE
U N I V E R S I T Y

Project Video Status Report Presentation

[Project Title 36pt]

Team [Team Name 24pt]

The Capstone Experience

[Team Member 1 16pt]
[Team Member 2 16pt]
[Team Member 3 16pt]
[Team Member 4 16pt]
[Team Member 5 16pt]
[Team Member 6 16pt]

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From Students…
…to Professionals

[Project Title]

- Storyboarding
  - Introduces Client Company: [Yes or No]
  - Provides Motivation for Project: [Yes or No]
  - Number of Use Cases Illustrated: [0 or 1 or 2 or...]
  - Includes Technical Details: [Yes or No]
  - Includes Acknowledgements: [Yes or No]
  - Projected Length in Minutes: [~ 12]
  - % Complete: [0% to 100%]

[Project Title]

- Narration Script
  - Number of Words Written: [non-negative integer]
  - % Written: [0% to 100%]
  - Selected Narrator(s): [Yes or No]
  - % Recorded: [0% to 100%]
- Camtasia
  - Installed: [Yes or No]
  - Test Drove: [Yes or No]
- Audio Recording
  - Microphone
    - Found Quiet Place to Record: [Yes or No]
    - Recorded Something: [Yes or No]
  - Imported Recorded Audio Into Camtasia: [Yes or No]

Project Video Status Report

[Project Title]

- Camtasia Screen Recording
  - Test Drove: [Yes or No]
  - Number of Minutes Recorded: [non-negative integer]
  - % Complete: [0% to 100%]
- Camtasia Editing
  - Imported Camtasia Screen Recording: [Yes or No]
  - Imported Narration Audio: [Yes or No]
  - Imported Music Audio: [Yes or No]
  - Figured Out Callouts: [Yes or No]
  - Figured Out Pan/Zoom: [Yes or No]
  - Produced Test Videos: [Yes or No]
  - Tested Visibility of Text on Microsoft Teams: [Yes or No]

Team [Team Name]
Project Video Status Report

[Project Title]

- Camtasia Production
  - Produced Test Video: [Yes or No]
  - Produced Test mp4: [Yes or No]
  - Tested Visibility in Meeting Space: [Yes or No]
  - Tested Audibility in Meeting Space: [Yes or No]

This and That

✓Design Day

✓Team Project Video Status Reports

➢Team Evaluation Form (TEF)

• What's ahead?

Team Evaluation Form

- Evaluate Entire Team
  - Describe in detail each member's…
    - …technical contributions.
    - …team contributions.
  - Who was the…
    - …best team member? Why?
    - …worst team member? Why?
- 5% of Final Grade
- Personalized Template
  - Follow Link From Downloads Page
  - Do Not Change Filename
- Use Windows Word Office 365
- Due Wednesday, April 26

This and That

✓Design Day

✓Team Project Video Status Reports

✓Team Evaluation Form (TEF)

➢What's ahead?

What's ahead?

- 04/11, Tu: Team Beta Presentations   ← Split-Hands
- 04/13, Th: This and That
- 04/15, Sa: Admitted Students Day
  - College of Engineering Open House
  - 9:00 a.m. to Noon
  - Capstone Lab Open
  - Request One Person Per Team to Demo Project and Answer Questions
  - +2 Extra Credit Team Design Day
- 04/18, Tu: All-Hands Meeting
- 04/20, Th: TSR: Project Video Status Update   ← Split-Hands
  - Slide Deck Template Posted on Downloads Page
  - Accurate Status
  - Expecting Significant Progress

What's ahead?

- 04/23, Su: Project Videos Due
- 04/25, Tu: Watch Project Video   **← Split-Hands**
- 04/26, We: All Deliverables Due
- 04/26, We: Team Evaluation Forms Due
- 04/27, Th   Design Day Setup
- 04/27, Th: Watch Project Videos   **← Split-Hands**
- 04/28, Fr: Design Day

  Dress is business   **← Note**
- 05/04, We: Capstone Wrap Up   **← All-Hands**
  (5:45 p.m. – 7:45 p.m.)

What's ahead?

- MAPP Points
  - Design Day
    - Slightly Late / <u>Business</u> Dress / Participation -0.5 to -5.0
    - Very Late or Skip -5.0 and – Team Contribution Points
  - Design Day Awards Ceremony
    - Late -2.5
    - Really Late, Leave Early or Skip -5.0
  - Last Week of Meetings
    - Tuesday -5.0
    - Thursday -5.0
  - Last Meeting During Exam Week -5.0