

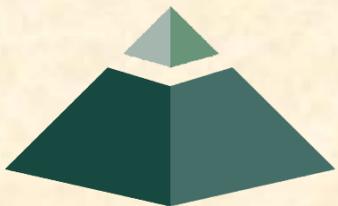
# 01/25: Team Status Reports

## The Capstone Experience

Dr. Wayne Dyksen

Department of Computer Science and Engineering  
Michigan State University

Spring 2016



*From Students...  
...to Professionals*

# Team Amazon

## Status Report

(1 of 4)

### Automated Laundry Manager

- Project Description
  - Minimize user's time input (one mass load and unload)
  - Use AWS IoT to communicate between smart machines
  - Application for user input and customization
  - Use machine learning to optimize system schedule
- Project Plan Document
  - Executive Summary and Functional Specs written.
  - Android and iOS apps 25% done and basic UI's created.
  - GPS functional and location services working.
  - Document is 33% done.



# Team Amazon

## Status Report

(2 of 4)

### Automated Laundry Manager

- Server Systems / Software
  - Supplied server running Ubuntu 12.04LTS
  - Usage as a git server, and a staging point for software
  - AWS account provided by client.
- Development Systems / Software
  - XCode & Android Studio for mobile app development.
  - Amazon Web Services (AWS) for communicating between devices and doing machine learning.
  - Raspberry Pi 2 Model B ordered for simulating IoT smart devices.



# Team Amazon

## Status Report

(3 of 4)

### Automated Laundry Manager

- Client Contact
  - Weekly conference call: Thursdays at 4:00pm
  - In-person meetings to take place at presentations and as needed
- Team Meetings
  - After triage meetings, Monday 6:00pm
  - Before and after weekly conference calls, Thursdays 3:00pm
- Team Organization
  - 2 people working on mobile apps.
  - 2 people working on AWS, Raspberry Pi, 1 on Server



# Team Amazon

## Status Report

(4 of 4)

### Automated Laundry Manager

#### Risks

- Risk 1
  - Various obstacles in achieving MQTT communication
  - Mitigation: Prioritize MQTT communication as high difficulty and importance
- Risk 2
  - AWS IoT - no prior experience and lots of content to learn
  - Mitigation: Use Amazon online tutorials and help each other learn
- Risk 3
  - No prior experience developing for Raspberry Pi/Embedded C
  - Mitigation: Research both topics, learn as we go
- Risk 4
  - Storing code versions on local server
  - Mitigation: Daily pulls, centralized backup



# Team Auto-Owners

## Status Report

(1 of 4)

### Catastrophic Claims Unit Mobilization

- Project Description
  - Catastrophic claim web page and mobile app
  - Predicting possible claims using NOAA weather information
  - Helping to allocate resources upon statistical data
  - Functionable mobile app with no service
- Project Plan Document
  - Project Plan has been started
  - Presented mock up designs to Auto-Owners for input
  - 40% completed
  - 5 pages written



# Team Auto-Owners

## Status Report

(2 of 4)

### Catastrophic Claims Unit Mobilization

- Server Systems / Software
  - Windows Server 2012 R2; Installed, running and tested
  - MySQL, PHPmyAdmin and Apache 2.4; Installed
  - Glassfish; Potentially later on
- Development Systems / Software
  - PHPstorm, Netbeans, XCode; Installed and running
  - VM, Windows 10, Sublime, PHP, Office
  - Trello; Web registered and started



# Team Auto-Owners

## Status Report

(3 of 4)

### Catastrophic Claims Unit Mobilization

- Client Contact
  - 1 formal meeting in person with with clients
  - Scheduled weekly conference calls Monday's at 2pm  
Starting January 25<sup>th</sup>, 2016
- Team Meetings
  - 5 team meetings
  - Weekly meetings on Wednesday 2pm
- Team Organization
  - Main contact person – Nicole Lawrence
  - Jason, Nick, and Matt – Tech Support



# Team Auto-Owners

## Status Report

(4 of 4)

### Catastrophic Claims Unit Mobilization

#### Risks

- Switching PHP to Java
  - Experience in PHP webpages. Limited knowledge on Java
  - Formatting PHP to communicate with Auto-Owners server
- Map overlays from NOAA onto Google Maps
  - Finding and pulling current NOAA maps and merging to google maps
  - Research overlays and map synchronization
- iOS swift fundamentals
  - No knowledge base on development
  - Research iOS development
- Synching database to mobile app and able to run offline
  - Creating a mobile app that can run without cell service
  - Researching self contained databases



# Team GE

## Status Report

(1 of 4)

### Cloud Management Portal

- Project Description
  - Cloud Asset Management Portal
  - Exposing Basic CRUD features
  - Users will be non-technical
- Project Plan Document
  - Functional Spec(90%) - drafted, awaiting client review
  - Design Spec(65%) - First interface prototype and use cases submitted for client review. Data Flow and Organization need to be written
  - Technical Spec(15%) – Section scaffolded and required technologies researched



# Team GE

## Status Report

(2 of 4)

### Cloud Management Portal

- Cloud Systems / Software
  - AWS cloud instances tested and live
  - Scalr tested on VM, working on getting it live on AWS
  - Scalr API tested, started development of a wrapper
- Development Systems / Software
  - Lab Macs configured with VMWare and MSOffice
  - Private Github repo established and in use
  - Personal laptops configured with Git and AWS connections tested



# Team GE

## Status Report

(3 of 4)

### Cloud Management Portal

- Client Contact
  - Met with GE onsite 1/15 for kickoff
  - Met with GE UX on 1/19 to discuss usage of UX framework and design resources available to the team
  - Met with primary point of contact 1/21 arranged weekly agile standup style meetings on Mondays and Wednesdays
- Team Meetings
  - Weekly in-person meetings on Wednesday
  - Tracking and assigning tasks using Trello
  - Team and Primary GE contact using GroupMe for day to day questions, status updates, and decision making
- Team Organization
  - Nick - Project Management + Client Contact
  - Vincent and Lyle – Scalr and AWS configuration
  - Will and Aaron – Scalr API Wrapper and data processing



# Team GE

## Status Report

(4 of 4)

### Cloud Management Portal

#### Risks

- Risk 1
  - Mismatch of Scalr API's
  - Work closely with our GE contacts to ensure feature parity
- Risk 2
  - Lack of Access to GE's network
  - Ensure our environment closely resembles the enterprise environment
- Risk 3
  - Constraints of the project are very loose
  - Prototype and request feedback early and often
- Risk 4
  - GE Login integration will be difficult/impossible outside of GE's network
  - Implement OpenID Connect the protocol GE's internal login is based on



# Team GM

## Status Report

(1 of 4)

### IT Advocate Live Help

- Project Description
  - Connect GM employees together to resolve IT issues
  - Live chat technologies (Skype for Business)
  - Full web app and additions to the existing iOS app (GSDM)
  - Ranking and expertise system for best matchmaking results
- Project Plan Document
  - Outline, overviews, and risks started
  - Mockups in second phase (first revision from original)
  - Specifications not started
  - About 25% complete



# Team GM

## Status Report

(2 of 4)

### IT Advocate Live Help

- Server Systems / Software
  - Windows Server 2012 – Installed and running
  - Microsoft SQL Server 2012 – Not yet in use
  - Microsoft Exchange Server 2013 – Not yet in use
- Development Systems / Software
  - OS X / Xcode – Tested and in use
  - PHPStorm – Tested and in use
  - InVision – Tested and in use



# Team GM

## Status Report

(3 of 4)

### IT Advocate Live Help

- Client Contact
  - Weekly meetings Mondays before class (3 times thus far)
  - Onsite visit scheduled for April 1, 2016
- Team Meetings
  - Met at least 5 times so far
  - Scheduled before and after class, Mondays & Wednesdays
- Team Organization
  - Communication and scheduling via Slack
  - Project repo via GitHub, Documents on Google Docs

# Team GM

## Status Report

(4 of 4)

### IT Advocate Live Help

#### Risks

- Integration into Previous App
  - Ease of integration with the previous team's code base
  - Started testing now
- Difficulty with Exchange Server
  - Connecting the server to the database and the app
  - Researching uses and currently building mock account system
- Scalability
  - Concerns regarding number of users accessing database
  - Researching and using best practices and asking for client opinion
- Skype API
  - Integrating API within the app
  - Researched and built test app utilizing Skype URI



# Team MSUFCU

## Status Report

(1 of 4)

### Money Smash Chronicle

- Project Description
  - Educate customers about financial information
  - Appeal to wide range of ages with an online game
  - Model after Candy Crush; easy-to-learn but difficult-to-master
  - Android, iOS and Web versions with cross-platform features
- Project Plan Document
  - Project Plan started
  - 25% done
  - Skeleton and some mockups completed
  - Still need to check many design details with client before further progress



# Team MSUFCU

## Status Report

(2 of 4)

### Money Smash Chronicle

- Server Systems / Software
  - Server set up and running
  - Ubuntu Server 14
  - SQL, PHP, nginx up and running
- Development Systems / Software
  - Github organization containing three different repositories
  - Xcode, Android Studio, PhpStorm
  - Hello World apps running for all platforms



# Team MSUFCU

## Status Report

(3 of 4)

### Money Smash Chronicle

- Client Contact
  - First conference call Friday the 15th
  - Weekly conference calls every Friday at 3:30 PM
- Team Meetings
  - Scheduled meeting every Monday, Wednesday and Friday. Meet more often when needed.
  - Have met six times so far; also daily group messaging
- Team Organization
  - Brandon: Client Contact & Web. Bobby: iOS & Web.
  - Cory: iOS. Wyatt: Android. Amy: Android & Design.



# Team MSUFCU

## Status Report

(4 of 4)

### Money Smash Chronicle

#### Risks

- Gameplay Issues
  - Many gameplay aspects requested by client are incompatible with Candy Crush or are otherwise difficult to implement
  - Need to make a lot of creative game design decisions under guidance of client
- No iOS or WebGL experience
  - None of the team members have developed on iOS or with WebGL before
  - Use tutorials, references and peers for help
- Resource Issues
  - Resource-intensive project and no resources yet; no experienced designers
  - Work with client on design ideas
- Cross-platform and cross-version issues
  - Potential difficulty in making the game look and feel similar across the three platforms and the different versions of each platform
  - Need to work together closely and test thoroughly and frequently



# Team Quicken Loans

## Status Report

(1 of 4)

### Game of Loans

- Project Description
  - Educate users on the loan process
  - Gamification of the loan process
  - Web-based single-player game
  - Use Quicken Loans properties to tie in the brand
- Project Plan Document
  - Executive Summary written
  - Design and Technical specifications not yet formalized
  - Creating testing plan and estimating schedule
  - ~20% completed



# Team Quicken Loans

## Status Report

(2 of 4)

### Game of Loans

- Server Systems / Software
  - Windows 2012 server/IIS installed/ test Website running
  - SQL Express 2014 installed and tested
  - Unity Asset server for version control will be installed upon receiving licenses
- Development Systems / Software
  - Unity 5.3/Installed on machines, pending licenses
  - MonoDevelop IDE installed on machines



# Team Quicken Loans

## Status Report

(3 of 4)

### Game of Loans

- Client Contact
  - First contact 1/15/16 (initial meeting)
  - Weekly Meetings set Fridays 9:30am
  - Onsite meeting scheduled for 2-12-2015
- Team Meetings
  - Mondays and Wednesdays after class
  - Fridays after the client meeting
- Team Organization
  - Google drive for shared documents
  - Mobile messaging app installed on each member's mobile phone



# Team Quicken Loans

## Status Report

(4 of 4)

### Game of Loans

#### Risks

- Risk 1
  - Only one team member is familiar with Unity development.
  - There is documentation and tutorials online available for reference.
- Risk 2
  - No experience with setting up servers.
  - We will look up documentation and tutorials online for reference.
- Risk 3
  - The client is vague on how the overall game should be structured.
  - We will continuously iterate our game to ensure quality
- Risk 4
  - We do not know the skills of each team member.
  - Clear communication , especially when struggling



# Team Spectrum Health

## Status Report

(1 of 4)

### Mobile Rounding Application

- Project Description
  - Provide means for surgeon to connect with patients
  - Allow patients to view their personal care plan
  - Provide patients with their timeline to be discharged
- Project Plan Document
  - Started on 1/20/2016
  - 30 percent complete
  - Outline, Table of Contents, Project Overview and Risks sections completed



# Team Spectrum Health

## Status Report

(2 of 4)

### Mobile Rounding Application

- Server Systems / Software
  - Server set up with Windows Server 2012
  - IIS (Internet Information Services) running/ready for app deployment
- Development Systems / Software
  - Visual Studio 2015 running current web prototype
  - ASP.NET 5 MVC / C#
  - RESTful Web Services



# Team Spectrum Health

## Status Report

(3 of 4)

### Mobile Rounding Application

- Client Contact – Markus Neuhoff
  - Weekly Conference Call scheduled every Friday at 1 PM
  - In person meeting to be scheduled soon
- Team Meetings
  - Weekly Meetings scheduled Monday/Wednesday after All Hands
  - We have met as a team 8 times, including conference calls and triage meetings
- Team Organization
  - We have a team calendar set up with all meeting information
  - We have a Github repository set up to host our project



# Team Spectrum Health

## Status Report

(4 of 4)

### Mobile Rounding Application

#### Risks

- Secure Provider/Patient Messaging
  - Properly securing all personal patient/confidential records
  - Work directly with Spectrum to comply with patient confidentiality regulations
- Vidyo Messaging API
  - Implementing preferred messaging API directly into mobile application
  - Consult Spectrum developers with knowledge of the API
- Overcommitting on Features
  - Not overdoing our workload to provide deliverables on-time
  - Prioritize feature list and commit to completing most important features first
- Learning ASP.NET MVC, Frontend/Backend Software
  - Using current experience to develop with software never used before
  - Assign roles to all team members



# Team TechSmith

## Status Report

(1 of 4)

### Cloud Based Video Face Tracking

- Project Description
  - Automated face tracking within uploaded videos
  - Blurring or highlighting of individual faces based on user input
  - Cloud based storage of videos
  - User login and continuation of editing user uploaded videos
- Project Plan Document
  - Full Outline, Mock-Ups
  - Overview & Risks
  - Technical Structure Outlined
  - ~15%



# Team TechSmith

## Status Report

(2 of 4)

### Cloud Based Video Face Tracking

- Server Systems / Software
  - Set up server and installed program (won't be using, though)
  - Azure - waiting on full access, began testing
  - Active Directory - waiting on full access
- Development Systems / Software
  - Visual Studio, C# - downloaded, created test applications
  - Face Tracking API - chose, integrated with a C# project
  - Video Editing - Testing APIs and libraries



# Team TechSmith

## Status Report

(3 of 4)

### Cloud Based Video Face Tracking

- Client Contact
  - Scheduled weekly in-person meetings for Fridays
  - Have met twice in person; Consistent update emails
- Team Meetings
  - Scheduled bi-weekly meeting
  - Have met three times
- Team Organization
  - Client Contact and UI teammates defined
  - Have designated project features per team member



# Team TechSmith

## Status Report

(4 of 4)

### Cloud Based Video Face Tracking

#### Risks

- Integrating the face tracker API
  - Learn how to integrate the most appropriate API into a C# application (high priority, medium difficulty)
  - Consulted TechSmith, gone over tutorials, hard deadline for prototype
- Video editing within the application
  - Learn how to change properties within a video and refactor with changes (high priority, high difficulty)
  - Using tutorials, part of prototype with hard deadline
- Identity-Specific Face Tracking
  - Figure out a way to track a specific face throughout a video for filtering (medium priority, high difficulty)
  - Trying to use API to accomplish, part of second prototype with hard deadline
- Design of the application
  - Create a user friendly way to navigate the application, learn more front-end development techniques (medium priority, medium difficulty)
  - Made mock-ups (adjust with functionality), assigned team member



# Team Union Pacific

## Status Report

(1 of 4)

### Oculus Rift Inspection and Training Tool

- Project Description
  - Inspect Virtual 3D objects using the Oculus Rift
  - Free-form Viewing
    - Explode/Reassemble components, object manipulation
  - Guided lessons
  - Objective based quiz
- Project Plan Document
  - Functional specification ~75% complete
  - Design specification ~40% complete
  - Technical specification ~10% complete
  - Schedule/Risks ~90% complete



# Team Union Pacific

## Status Report

(2 of 4)

### Oculus Rift Inspection and Training Tool

- Server Systems / Software
  - Self-contained system, no server necessary
  - Models loaded on local machine
- Development Systems / Software
  - Unity 5.3 Professional
  - Oculus Rift DK1
  - Version control via private GitHub repo
  - All development systems are working correctly

# Team Union Pacific

## Status Report

(3 of 4)

### Oculus Rift Inspection and Training Tool

- Client Contact
  - Weekly conference calls scheduled for Tuesdays
  - Face-to-Face meetings scheduled as needed
- Team Meetings
  - Polled availability of group members
  - Weekly meetings on Monday
- Team Organization
  - Grant King assigned to client liaison position
  - Development tasks assigned based on availability and strengths



# Team Union Pacific

## Status Report

(4 of 4)

### Oculus Rift Inspection and Training Tool Risks

- Configuring Oculus to Integrate with Unity
  - Integration can be a complex procedure prone to errors
  - Mitigation: Client has experience and resources working with Oculus Rift
- Making Intuitive UI/UX for Oculus Rift
  - Standard Unity GUI is disorienting for the user
  - Mitigation: Perform adequate field testing
- Scalability With Exploded View of Complex Models
  - Nested Levels of intricate subcomponents can cause performance issues
  - Mitigation: Use appropriate algorithms and data structures
- Feature Creep
  - Many opportunities for extra features, need to focus on core goals
  - Mitigation: Compromise with client on quality of features vs quantity



# Team Urban Science

## Status Report

(1 of 4)

### Dealership Inventory Optimization System

- Project Description
  - Assist dealerships with inventory purchase recommendations
  - Enable dealerships to optimize their purchasing power
  - Aid customers in finding a vehicle they're looking for
  - Allow customers to recommend vehicles to dealerships
- Project Plan Document
  - 1/15 – Created project plan skeleton (outlined every section)
  - 1/22 – 50% completed (Use cases/tech. specs/testing/risk remain)
  - Currently 22 page rough draft
  - Completed first draft of mock ups for web and mobile app



# Team Urban Science

## Status Report

(2 of 4)

### Dealership Inventory Optimization System

- Server Systems / Software
  - Client's server up and running, waiting for login info
  - SQL Server 2012 installed on client's server
  - Ubuntu installed, Apache web server up and running
- Development Systems / Software
  - Bootstrap, AngularJS, and jQuery tested
  - Ionic framework installed and tested
  - PHPStorm, Xcode, and Android Studio installed and tested



# Team Urban Science

## Status Report

(3 of 4)

### Dealership Inventory Optimization System

- Client Contact
  - 1/13 - Conference call (weekly Wed. meetings scheduled)
  - 1/22 - Met with client at their Detroit headquarters
- Team Meetings
  - Full team has met 6 times
  - Scheduled weekly meetings Monday/Wednesday
- Team Organization
  - Web App: Tyler (Client Contact), Justin, Joey
  - Mobile App: Hannah, Anthony, Justin



# Team Urban Science

## Status Report

(4 of 4)

### Dealership Inventory Optimization System

#### Risks

- Risk 1
  - Unsure how to use SQL Server 2012
  - Utilize online documents and tutorials for self-learning
- Risk 2
  - Little experience with the Ionic framework
  - Consult the Ionic documentation and tutorials
- Risk 3
  - Incorporating unfamiliar libraries (Bootstrap and AngularJS)
  - Follow online documentation and tutorials while prototyping often
- Risk 4
  - User design has to be intuitive and simple
  - Frequent testing and reviews from our client



# Team Whirlpool

## Status Report

(1 of 4)

### Mobile Whirlpool Product Catalog

- Project Description
  - Turn existing product catalog (Web World) into a mobile app
  - Display product images and their specifications
  - Share products with customers through email and phone
  - Allow for comparison functionality between products
- Project Plan Document
  - Introduction, project overview, time table, layout completed
  - Wireframes/Application Mockup and Workflow completed
  - Use cases, in progress
  - Technical and Functionality Specifications, in progress



# Team Whirlpool

## Status Report

(2 of 4)

### Mobile Whirlpool Product Catalog

- Server Systems / Software
  - Whirlpool's existing servers. Up and running, and access granted
  - Ubuntu server in lab up and running. Basic hardening, Fail2Ban, SSH Keys.
  - MySQL server
- Development Systems / Software
  - iMacs set up with Android Studio and XCode
  - Adobe Creative Cloud for UX/UI/Design
  - GitHub Source Control



# Team Whirlpool

## Status Report

(3 of 4)

### Mobile Whirlpool Product Catalog

- Client Contact
  - Initial and follow up meetings, daily email correspondence
  - Set up whirlpool accounts, Google Developer Tools access
- Team Meetings
  - Wednesdays - Google Hangout with Whirlpool
  - All-team meetings scheduled Mondays, Thursdays to discuss concerns, assistance, past and upcoming week
- Team Organization
  - Slack, Google Calendar, Google Drive, GitHub, Email
  - Division of Team Roles based on skillset and interests



# Team Whirlpool

## Status Report

(4 of 4)

### Mobile Whirlpool Product Catalog

#### Risks

- Application latency
  - Many assets needed, application speed and responsiveness crucial
  - Image caching, storage of frequently utilized materials
- Mostly non-technical audience
  - Application used by vendors with no technical training, may have older devices
  - Develop for lower SDKs, emphasize UX for maximum functionality
- Recreation of Whirlpool Catalog from XML
  - Product info given to team as 1 million line XML document
  - Need to learn and implement XML parsing into a team database for use with the application
- iOS Development - Swift
  - Team has vastly more Android programming experience, will need iOS
  - Assigned Team Members Jordan and Can to be primary iOS focused developers



# Team Yello

## Status Report

(1 of 4)

### Syncing Mobile Data Without Internet Connectivity

- Project Description
  - Sync at least five tablets with candidate information
  - Create two libraries – one for iOS, one for Android
  - Utilize Wifi-Direct, Multipeer, and/or Bluetooth technology
  - Easy to setup for non-technical users
  - Exclusive networks for different clients using the apps
- Project Plan Document
  - Created cover page and table of contents
  - Formed an executive summary and functional specifications
  - Screen mockups and flow chart



# Team Yello

## Status Report

(2 of 4)

### Syncing Mobile Data Without Internet Connectivity

- Server Systems / Software
  - Github – repositories for both Android and iOS
- Development Systems / Software
  - Xcode, Android Studio
  - Swift, Java
  - SQL, JSON



# Team Yello

## Status Report

(3 of 4)

### Syncing Mobile Data Without Internet Connectivity

- Client Contact
  - Talked with client
  - Established plan for weekly status updates via email
  - Google Calendar set up to coordinate with client
- Team Meetings
  - Met for setting up software/server
  - Met for status report
  - Constant communication each day through Slack and Google Hangouts
  - Several weekly meetings
- Team Organization
  - Plan on splitting workload into two separate development teams (iOS & Android)
  - Other team members are starting architecture and planning



# Team Yello

## Status Report

(4 of 4)

### Syncing Mobile Data Without Internet Connectivity

#### Risks

- Risk 1
  - Unsuccessfully establishing communication between the tablets
  - Mitigation: We will begin with WiFi Direct and simple data models, but will move on to other multipeer tech in case of failure
- Risk 2
  - Unfamiliar with iOS development – Swift coding language
  - Mitigation: practice, tutorials, swift documentation
- Risk 3
  - Being unable to deliver on client's preferred mode of P2P syncing
  - Mitigation: Start small and basic, last resort being developing a client/server architecture
- Risk 4
  - Interface not being user-friendly
  - Mitigation: Field tests, client tests



# 01/25: Announcements

- Check Website Team Photo Names and Hometowns
- Project Plan Document and Presentation
  - Presenting and Due Dates
  - Schedule Conflicts
  - Read READ ME
- Include Message Body When Sending Email
  - Be Professional
  - Avoid Spam Filters and Junk Folders
- Issues? Problems? Questions?



# What's ahead? (1 of 2)

- All-Hands Meetings
  - ~~M, 01/11: Capstone Overview~~
  - ~~W, 01/13: Project Plan~~
  - ~~M, 01/18: (Martin Luther King Day, No Meeting)~~
  - ~~W, 01/20: Risks and Prototypes~~
  - ~~M, 01/25: Status Report Presentations~~
  - W, 01/27: Schedule and Teamwork
  - M, 02/01: Team Project Plan Presentations
  - W, 02/03: Team Project Plan Presentations
  - M, 02/08: Team Project Plan Presentations
  - W, 02/10: Team Project Plan Presentations



# What's ahead? (2 of 2)

- **Project Plan Presentations**
  - PowerPoint Template
    - Download Now
    - Read the Read Me Slide (Over and Over and Over...)
  - **Submission**
    - Both Project Plan Document and PowerPoint Slide Deck
    - Due 4:00 a.m., Monday, February 1
    - See Submission Instructions in Template
  - **Presenting**
    - 3 Teams Per Meeting Over 4 Meetings
    - Schedule Posted Sunday Evening
    - Strict 15 Minute Time Limit
    - Use Team Member Laptop
      - ❖ Bring Power Cord
      - ❖ Test In Meeting Room (in Advance)
    - Rehearse
    - 5% of Final Grade
    - Business Casual Dress
  - **Formal Team Photos**
    - Immediately Following Meeting
    - In Capstone Lab
  - **Schedule Conflicts**
    - Only for Interview Trips
    - Notify Dr. D. Well In Advance

