

MICHIGAN STATE

UNIVERSITY

10/01:

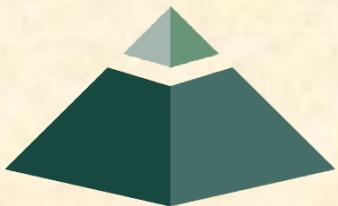
Creating and Giving Presentations

The Capstone Experience

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Fall 2024



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

Creating and Giving Presentations

- Creating
 - Organizing
 - Writing
 - Formatting
- Giving



Caveats

- Many Variations
 - Opinions
 - Situations
 - Audiences
 - Presenters
 - Etc...
- Seek Lots of Advice
- Hard to Generalize
- Always Exceptions to Every “Rule”
- Do what works for you.



Creating and Giving Presentations

➤ Creating

➤ Organizing

▪ Writing

▪ Formatting

• Giving



Canonical Organization

- Title
- Introduction
- Contents
 - Section 1
 - Section 2
 - ⋮
 - Section N
- Conclusion

Force yourself to be organized.

Your presentation should have

- a beginning
- an ending, and
- flow.



Introduction

- The Point

- What's the point?
- What's the purpose?
- What's the “take away”?

Assume that your audience will only remember exactly one thing.

What do you want it to be?

- The Plan

- Go Over Presentation
 - Contents
 - Organization
- Solicit Audience Questions About Plan



Contents

- Plan on 30 to 120 seconds per slide.
- Create Continuous Flow
 - From Start to Finish
 - Avoid Forward References
- Keep Audience On Track
 - Use Contents Flow Mechanism
 - Where are we?
 - What's done?
 - What's left?



Contents Divider Slides

<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">• Creating<ul style="list-style-type: none">▪ Organizing▪ Writing▪ Formatting• Giving <p><small>The Capstone Experience Creating and Giving Presentations 2</small></p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">➤ Creating➤ Organizing▪ Writing▪ Formatting • Giving <p><small>The Capstone Experience Creating and Giving Presentations 4</small></p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">➤ Creating✓ Organizing➤ Writing▪ Formatting • Giving <p><small>The Capstone Experience Creating and Giving Presentations 10</small></p>
<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">➤ Creating✓ Organizing✓ Writing➤ Formatting • Giving <p><small>The Capstone Experience Creating and Giving Presentations 17</small></p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">✓ Creating✓ Organizing✓ Writing✓ Formatting ➤ Giving <p><small>The Capstone Experience Creating and Giving Presentations 33</small></p>	<p>Creating and Giving Presentations</p> <ul style="list-style-type: none">✓ Creating✓ Organizing✓ Writing✓ Formatting ✓ Giving <p>Comments? Questions? Suggestions?</p> <p><small>The Capstone Experience Creating and Giving Presentations 31</small></p>



Conclusion

- Review
 - The Point
 - The Purpose
 - The “Take-Aways”
- Solicit
 - Comments
 - Reactions
 - Questions
 - Suggestions
 - Action Items
 - Etc.

Assume that your audience will only remember exactly one thing.

What do you want it to be?



Creating and Giving Presentations

➤ Creating

✓ Organizing

➤ Writing

▪ Formatting

• Giving



Process

- Avoid Writer's Block
- Create "Random" Slides (to Avoid Writer's Block)
 - Stream of Consciousness
 - Any Order
 - Title, With No Bullets
 - Bullets, With No Title
 - Ideas Slides(s)
 - Notes to Self
 - Fix Me
 - Insert Illustration/Picture/Graph Here
 - Say Something About...
 - Etc...
- Edit, Prune & Organize Slides
- Create Contents & Divider Slides
- Refine



What messages do you want to convey?



Know and Target Your Audience

- Technical
- Non-Technical
- Business
- Marketing / Sales
- Customers
- Management
- Investors
- Etc...



Know Your Time Limit

- Time Per Slide
 - Variable
 - Plan on 30 to 120 seconds per slide.
- Plan on time for questions.
 - Manage During Talk
 - Allocate At End
- Respect the time limit.
 - Do not go over or under.
 - Over is bad.
 - Slightly under is good.
 - Way under is bad.
- Practice.



Less is more.

- Less
 - Slides
 - Bullet Points Per Slide
 - Words Per Bullet Point
- Chose Carefully
 - Slides
 - Bullet Points
 - Words
- Prune Continually
- Exceptions
 - Slides are Reference Document
 - Trying to Make a Point

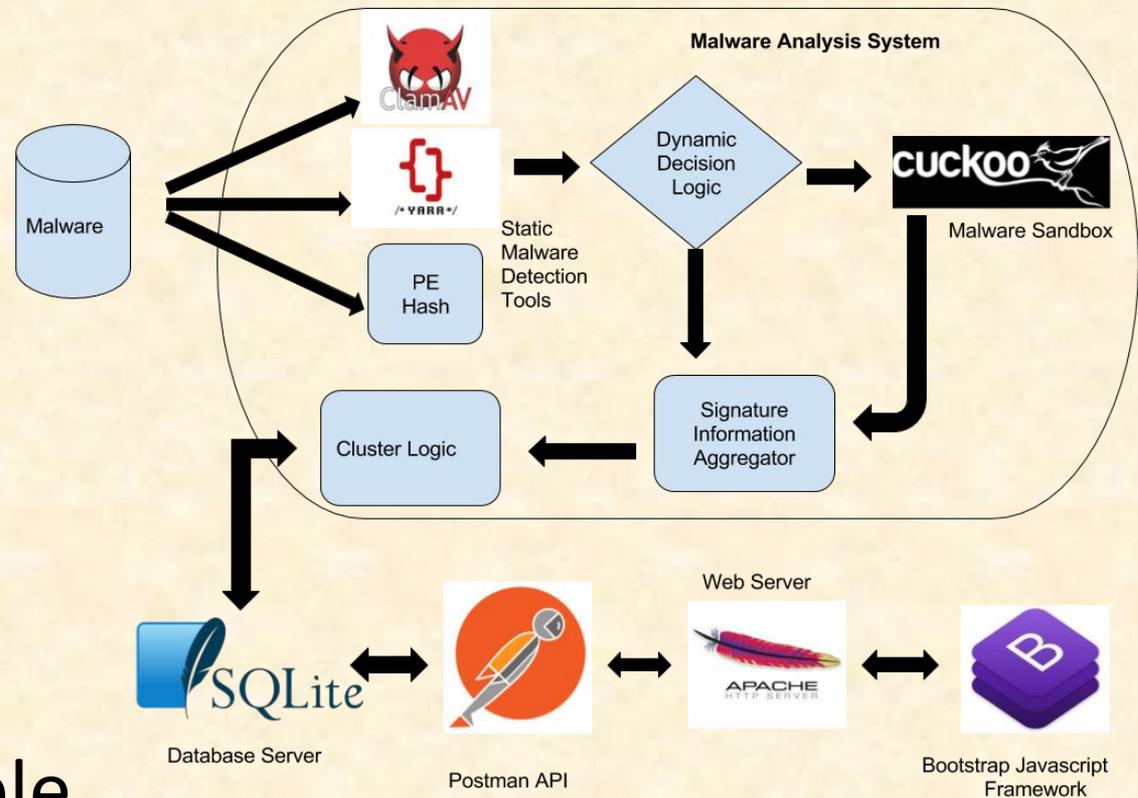


“Pictures”

- Worth 1,000 of Words

- Photos
- Videos
- Illustrations
- Diagrams
- Graphs
- Charts
- Clip Art

- But Keep Simple



Creating and Giving Presentations

➤ Creating

- ✓ Organizing

- ✓ Writing

- Formatting

- Giving



Bullet Points

- Less is more.
 - Less Points Per Slide
 - Less Words Per Point
- Two or More
 - At Each Level
 - Avoid Single Sub Point
- Avoid
 - Single Sub Point
- Exception
 - Slide Deck is Reference Document
 - Details Required



Consistent Case

- Sentence case
 - First word uppercase
 - Other words lowercase
- lower case
 - all words lowercase
 - no punctuation
- Title Case
 - All Words Uppercase
 - No Punctuation
- Hybrid Scheme
 - Title Case For Sentence Fragments
 - I use sentence case for complete sentences.

Your Choice

Be Consistent

Can Use Hybrid Scheme



Inconsistent Styles

- Some people use all kinds of styles in a presentation and on a given slide.
- Annoying
- style guide.
- Use of sentence Fragments Okay.
- important point
- Another Important Point
- Both Title Case and sentence case mixed.
- This slide makes the speaker look careless.



Readability

- Unreadable

• Annoying

- Readability Varies
- Test
 - In Advance
 - In Actual Setting
 - In Actual Meeting Room
 - Using Actual Meeting Software



Directions to Spartan Stadium

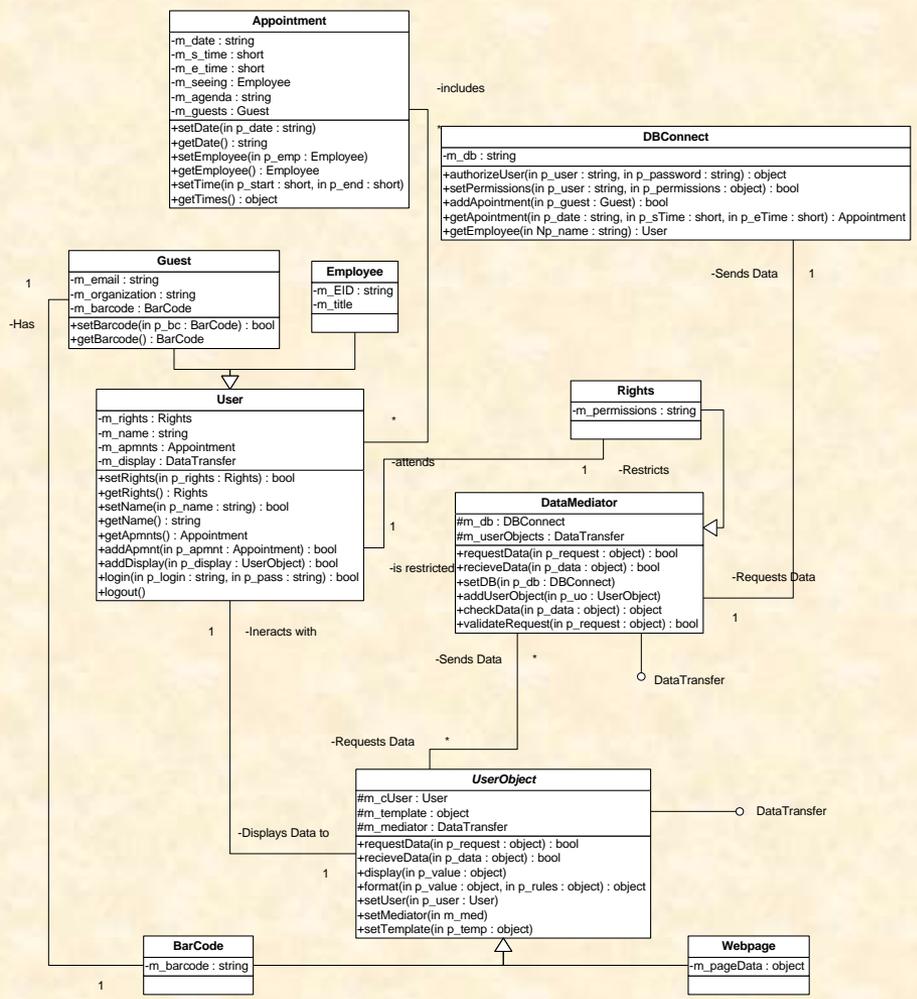
- US 96 West
- US 127 North
- Exit Trowbridge
- Left on Harrison
- Right on Shaw Lane
- Stadium on Left



“I know you can’t see this map but...”



Class Diagram



“I know you can’t read this but...”



Really Important Quote

“When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed. That whenever any form of government becomes destructive to these ends, it is the right of the people to alter or to abolish it, and to institute new government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes; and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. --Such has been the patient sufferance of these colonies; and such is now the necessity which constrains them to alter their former systems of government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these states. To prove this, let facts be submitted to a candid world.”

“I know you can't read this whole thing but...”



Too Much Information

- The first thing you should do is ask yourself “What’s the point?” Every presentation should have a main point. What message are you trying to get across to your audience? If your audience will only remember one thing from your presentation, what do you want it to be?
- It’s important to know your audience. The content will depend on the audience. Research your audience to determine the types of attendees and their expectations.
- Do not put too much information on any one slide. Fewer bullet points is better than many. Use a few words as possible per bullet. Sentence Fragments are okay.
- Chose fonts that are the appropriate sizes. If a font is too small, it may be unreadable. If a font is too large, it may be annoying.
- While a picture may be worth a thousand words, too many pictures or too much clip art can be distracting. And, avoid the use of goofy looking clip art.



Emphasis

- Use One of...
 - **Boldface**
 - *Italics*
 - Underline ← IMHO Easiest to See
- Do Not Overuse
- Avoid
 - ALL CAPS IS FROM TYPEWRITER DAYS
 - **BOLDFACE AND ALL CAPS AND UNDERLINE**
 - Lots of Exclamation Points!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!



Color

- Good If
 - “Right” Colors
 - Readable
 - Coordinates
 - Not Overdone
- Bad If
 - “Wrong” Colors
 - Not Readable
 - Clashes
 - Overuse of color can be very annoying.
- Some people are colorblind.
- Color Varies by Media (LCD, Projector, TV, Paper, Etc.)
- Consult a professional.
- Test
 - In Advance
 - For Actual Usage (Projecting, Printing, Etc...)
 - In Actual Setting
 - Room
 - Equipment
 - Time of Day

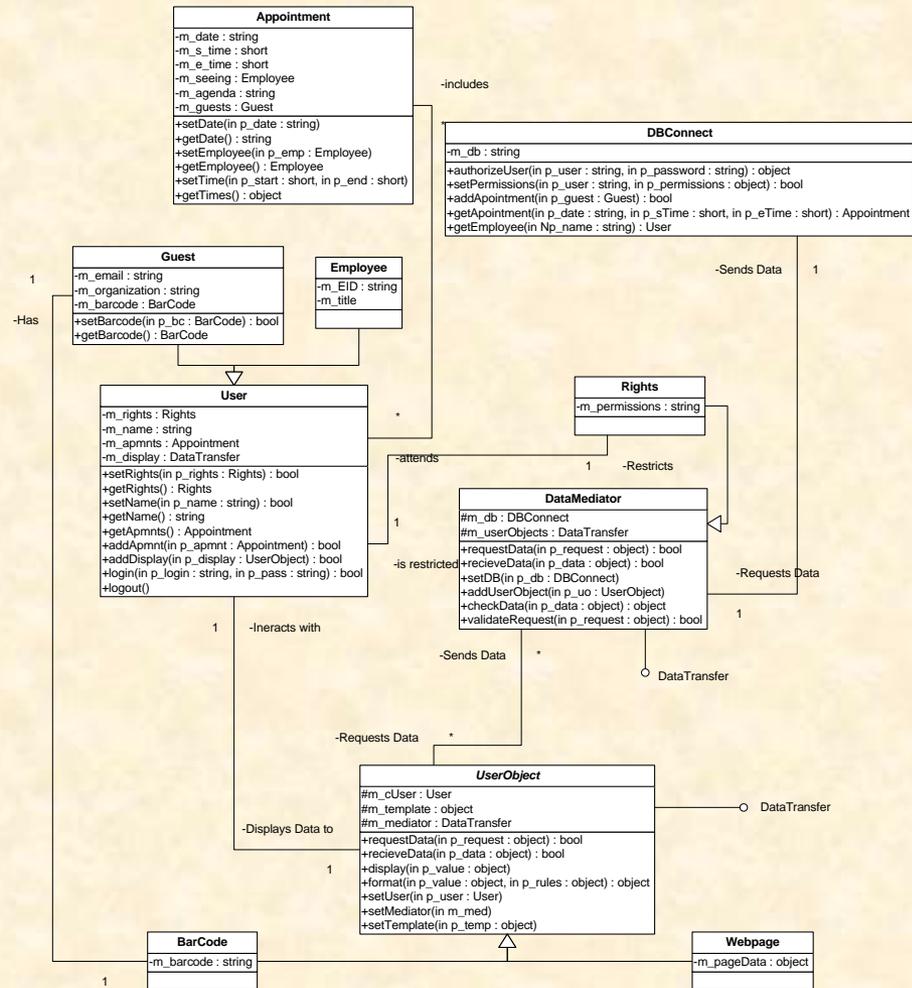


Transitions and Animations

- Transitions
 - From Slide to Slide
 - Simple Better
 - Be Consistent
 - IMHO None Best
- Animations
 - Bullets or Objects Within a Slide
 - Simple Better
 - Use Only If Necessary
 - NB: Take Time



Class Diagram



“I know you can’t read this but...”



Really Important Quote

“When, in the course of human events, it becomes necessary for one people to dissolve the political bonds which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the laws of nature and of nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

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“I know you can't read this whole thing but...”



Animated Bullet Points

- Take Time
- To Reveal
- Must Advance and Wait
- For Each Bullet Point Animated
- May Keep Looking at Slide
- To Know When To Press Button
- May Accidentally Go to Next Slide



Don't Use Animations

- If
- You're
- Not
- Really
- Going
- To
- Use
- Them

Remember...
Animations use up precious time.



Spelling and Grammar

- Mistake
 - Easy To Do
 - Far To Common
 - Unacceptable
 - Make Uoy Look Bad
- Use
 - Spell Checker
 - Grammar Checker
 - Multiple Other People
 - Corporate Editor



Use Color and Grey to Highlight

- Make Grey Version of Image
 - Copy Image
 - Picture Tools > Color > Recolor
- Overlay Images
 - Select Grey Image
 - Picture Tools > Send Backward > Send to Back
 - Select Both Images
 - Picture Tools > Align > Center
 - Picture Tools > Align > Middle
- Highlight Area
 - Select Color Image
 - Picture Tools > Crop > Crop
 - Grab and Slide Crop Indicators on Edges
- Group
 - Select Both Images
 - Picture Tools > Group > Group

NB: Example of Reference Slide



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period **1** Michigan State Spartans Men's Basketball Time **16:19**

Start the Clock

	Checked Out			Check Player	Checked In		
	Time	Player			Player	Time	
	Current	Remaining	#	In / Out	#	Current	Remaining
<input checked="" type="checkbox"/> 1	1:12	1:48		←	3 Allen	0:04	3:56
<input checked="" type="checkbox"/> 2	1:52	1:08	41 Gray	→		0:33	3:27
<input checked="" type="checkbox"/> 3	0:00	3:00	23 Green	→		0:00	4:00
<input checked="" type="checkbox"/> 4	0:00	3:00		←	40 Herzog	3:07	0:53
<input checked="" type="checkbox"/> 5	0:00	3:00	0 Ibok	→		0:00	4:00
<input checked="" type="checkbox"/> 6	0:27	2:33	1 Lucas	→		3:37	0:24
<input checked="" type="checkbox"/> 7	0:00	3:00	34 Lucious	→		0:00	4:00
<input checked="" type="checkbox"/> 8	0:00	3:00		←	2 Morgan	3:41	0:20
<input checked="" type="checkbox"/> 9	0:00	3:00	10 Roe	→		0:00	4:00
<input checked="" type="checkbox"/> 10	0:00	3:00		←	15 Summers	2:58	1:02
<input checked="" type="checkbox"/> 11	0:00	3:00		←	14 Suton	3:41	0:20
<input checked="" type="checkbox"/> 12	0:00	3:00	5 Walton	→		0:00	4:00

Start the Clock

View Game Stats Check Out All Begin the Period End the Period

Form View

Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period: 1

Michigan State Spartans Men's Basketball

Time: 16:19

Start the Clock

Activate All Warnings	Select Player	Checked Out			Check Player	Checked In				
		Time	Player			Player	Time			
		Current	Remaining	#	Name	In / Out	#	Name	Current	Remaining
<input checked="" type="checkbox"/>	1	1:12	1:48			←	3	Allen	0:04	3:56
<input checked="" type="checkbox"/>	2	1:52	1:08	41	Gray	→			0:33	3:27
<input checked="" type="checkbox"/>	3	0:00	3:00	23	Green	→			0:00	4:00
<input checked="" type="checkbox"/>	4	0:00	3:00			←	40	Herzog	3:07	0:53
<input checked="" type="checkbox"/>	5	0:00	3:00	0	Ibok	→			0:00	4:00
<input checked="" type="checkbox"/>	6	0:27	2:33	1	Lucas	→			3:37	0:24
<input checked="" type="checkbox"/>	7	0:00	3:00	34	Lucious	→			0:00	4:00
<input checked="" type="checkbox"/>	8	0:00	3:00			←	2	Morgan	3:41	0:20
<input checked="" type="checkbox"/>	9	0:00	3:00	10	Roe	→			0:00	4:00
<input checked="" type="checkbox"/>	10	0:00	3:00			←	15	Summers	2:58	1:02
<input checked="" type="checkbox"/>	11	0:00	3:00			←	14	Suton	3:41	0:20
<input checked="" type="checkbox"/>	12	0:00	3:00	5	Walton	→			0:00	4:00

Start the Clock

View Game Stats

Check Out All

Begin the Period

End the Period

Load Roster

Open

Exit

Form View

Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period **1** Michigan State Spartans Men's Basketball Time **16:19**

Start the Clock

Active Went	Select Player	Checked Out			Check Player	Checked In				
		Time	Remaining	#	Player	In / Out	#	Player	Current	Remaining
<input type="checkbox"/>	1	1:12	1:48		←	3	Allen	0:04	3:56	
<input checked="" type="checkbox"/>	2	1:52	1:08	41	Gray	→		0:33	3:27	
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<input checked="" type="checkbox"/>	12	0:00	3:00	5	Walton	→		0:00	4:00	

Start the Clock

View Game Stats Check Out All Begin the Period End the Period

Load Roster Open Exit

Form View



Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock

Player Timer - Spartan Basketball Stats

Home

Period **1** Michigan State Spartans Men's Basketball Time **16:19**

Start the Clock

Active to All Menu Item	Start Player	Checked Out			Check Player In / Out	Checked In				
		Time	Player	Time		Player	Time			
		Current	Remaining	#	Name	In / Out	#	Name	Current	Remaining
<input checked="" type="checkbox"/>	1	1:12	1:48			←	3	Allen	0:04	3:56
<input checked="" type="checkbox"/>	2	1:52	1:08	41	Gray	→			0:33	3:27
<input checked="" type="checkbox"/>	3	0:00	3:00	23	Green	→			0:00	4:00
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<input checked="" type="checkbox"/>	12	0:00	3:00	5	Walton	→			0:00	4:00

Start the Clock

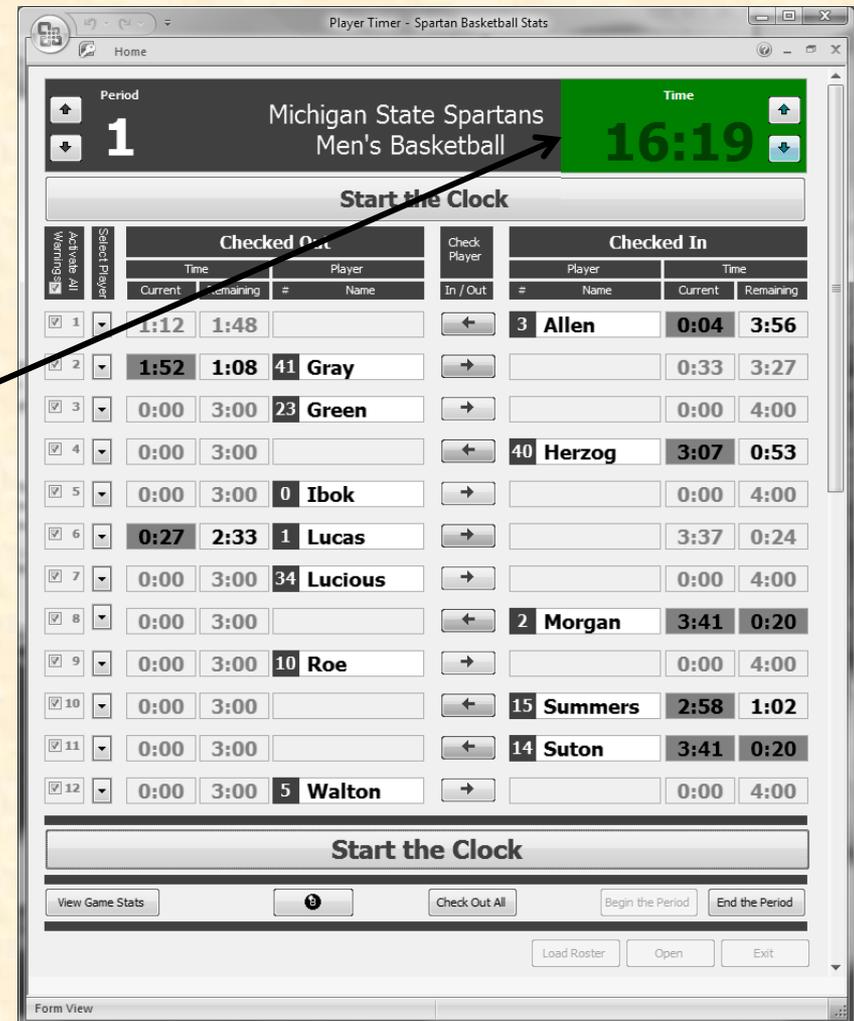
View Game Stats Check Out All Begin the Period End the Period

Form View

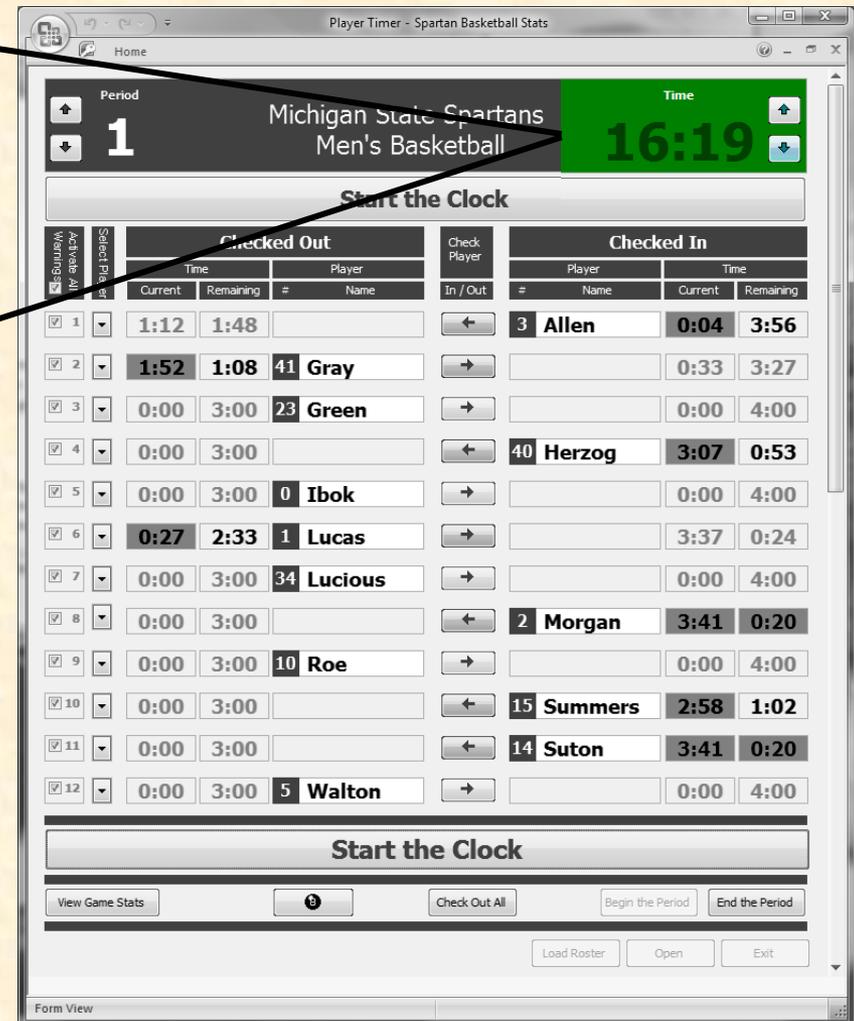
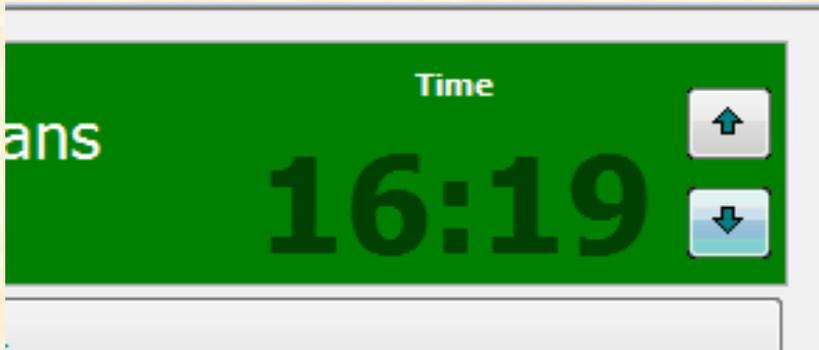


Player Timer App Features

- Set Period
- Check In/Out Players
- Start/Stop Clock
- Adjust Clock



Adjusting the Clock



- When Game Clock Stopped
- Add/Subtract Seconds
- Synchronize with Game Clock

Corporate Resources

- Standards
 - Style Guide
 - Presentation Templates
 - Graphics
- People
 - Writers
 - Graphic Designers
 - Editors



Creating and Giving Presentations

✓ Creating

✓ Organizing

✓ Writing

✓ Formatting

➤ Giving



Managing Equipment

- No Excuses
- Check Everything In Advance
 - Projector / Projection / Laptop Connection
 - Sound
 - Network Connections
 - Wireless Presentation Devices
 - Etc...
- Make Checklist of Things To
 - Bring
 - Power Brick
 - Cables and Adapters
 - Batteries
 - Presentation on USB Stick
 - Etc...
 - Do
 - Plug Laptop to Power Outlet
 - Connect to Network / Register MAC Address
 - Etc...



Managing Yourself

- Look Appropriate
 - Dress
(Know the Dress Code)
 - Hygiene
- Eliminate Nervous Habit “Temptations”
 - Empty Pockets (Change, Keys,...)
 - Take Off Necklace
 - Spit Out Gum
 - Etc...
- Be Careful With Wireless Presenter



Managing Yourself

- Watch Your Language
 - Grammar
 - Subjects: I, He, She, They
 - Objects: Me, Him, Her, Them
 - Bad
 - ❖ “Him and I are working on that.”
 - ❖ “Me and two others on the team...”
 - ❖ “I ain’t sure about that.”
 - Offensive
 - Regional or Cultural Ism’s or Idiomatic Expressions
 - Politically Incorrect and/or Insensitive
 - Use of “He”, “Guy”, “She”, “Girl”, “Gal”, “You Guys” ...
 - Use of “Old” When Referring to People
 - Terms Like “Secretary” or “Janitor” or ...
 - Etc...
- Avoid Dry Mouth
 - Use Bottle(s) of Water (But Be Careful)
 - Suck on Cough Drop (But Only If Not Annoying)



Managing Questions

- Strategic
- Can Make or Break a Presentation (Why?)
- Often
 - Not Considered in Advance
 - Not Managed



Managing Questions

- Anticipate Questions &/Or Comments
 - Solicit From Reviewers/Practice Audience
 - Particularly Hard and/or Dreaded Ones
 - Formulate Answers In Advance
- Audience May...
 - Be Confused
 - Be Hostile
 - Disagree
 - Want More Details
 - Make Good Observation
 - Etc.
- Be Prepared



Managing Questions

[1 of 3]

- Anticipate Questions &/Or Comments
- Formulate Answers In Advance
- Create “Extra” Slides
- Place Past “Fake” All Black “End of slide show. Swipe right to exit.” Slide
- Use
 - PowerPoint [Hyperlinks](#)
 - Use “Secret” Hidden Box (Upper Right) with Link



Managing Questions

[2 of 3]

- Say During Introduction When Okay to Ask
 - During?
 - Preferably at End?
 - But Only if You're In Position to Do So
- What if you don't understand the question?
 - Because
 - Didn't Hear
 - Couldn't Parse Accent
 - Don't Understand the Question
 - Politely Ask Questioner to Repeat



Managing Questions

[3 of 3]

- Good to Repeat Question
 - Others Hear It
 - Gives Speaker Chance to Think
 - May Need to Summarize Question
 - “The question is...”
- Good to Say
 - “That’s a great question.”
 - “That’s a great idea.”
 - Etc...
- Okay to Say...
 - “I’m sorry I didn’t quite hear that. Can you repeat it?”
 - “I’ll get to that later in the presentation.”
 - “I’m sorry. I’m not sure what you’re asking.”
 - “Why don’t we talk off-line later.”
 - Etc...



Managing Time

- Practice Timing
 - Be Aware
 - When and Where You Are
 - Adjust Dynamically
 - Don't Look Directly At Time
 - Clock or Watch
 - Put a Clock/Timer Somewhere
 - Never Have to Ask
 - "What time is it?"
 - "How much time do I have left?"
- Faculty Candidates
 - President Bush I



In Person: Managing the Big Screen

Do Not...

- Stand (Permanently) Behind Podium
- Stand (Permanently) in Front of Screen
- Stand in One Place
- Read From Screen
- Turn Your Back to Audience
- Point Up at Screen Overhead
- Point at Laptop
- Whip Around Laser Pointer



Online: Managing the Little Screen

Do...

- Test Camera and Microphone Before
- Adjust Camera Before Meeting
- Look Into Camera
- Gesture with Head and Hands

Do Not...

- Look Around Your Room
- Read From Screen
- Point At Your Screen



Managing Your Slides

- Slides
 - Merely Aid To Presentation
 - Not a Transcript
- Glance at Big Screen or Laptop Screen
- Talk “About” Slide
- Three “Don’t”s
 - Don’t Read Slides to Audience
 - Don’t Memorize and Recite Slides to Audience
 - Don’t Ask Audience to Read Slides
- Better Miss a Point Than Bore an Audience
- Use PowerPoint Presenter View



Use PowerPoint Presenter View

- Presentation on Projector
- Presentation View on Laptop
 - Current Slide
 - Notes (Zoomable)
 - Slide # of #
 - Timer
 - Clock
 - Drawing Tools
- But Don't Use as a “Crutch”



PowerPoint Presenter View

The screenshot displays the PowerPoint Presenter View interface. The main slide, titled "Managing Equipment", contains a bulleted list of preparation steps. To the right of the slide is a text box with a narrative about a CIO at Chrysler. The interface includes a slide navigation bar at the bottom with a thumbnail of the current slide, a status bar showing "Slide: 36 of 53", "Time: 00:52", and "6:52 AM", and a zoom control. A taskbar at the very bottom shows the "The Capstone Experience" logo and the text "Creating and Giving Presentations".

Managing Equipment

- No Excuses
- Check Everything In Advance
 - Projector / Projection / Laptop Connection
 - Sound
 - Network Connections
 - Wireless Presentation Devices
 - Etc...
- Make Checklist of Things To
 - Bring
 - Cables
 - Power Brick
 - Etc...
 - Do
 - Plug Laptop to Power Outlet
 - Connect to Network / Register MAC Address
 - Etc...

A few years ago, the CIO of Chrysler came to speak at the freshmen and senior seminar.

She sent two people to MSU the day before her talk with *her* laptop just to test it out in the room where she was presenting. One person was an AV person; the other was a Director.

Once the laptop was tested and deemed to be working correctly, it was shutdown and not used (to preserve its state) until the next day.

Slide: 36 of 53 Time: 00:52 6:52 AM Zoom: [Zoom In] [Zoom Out]

The Capstone Experience Creating and Giving Presentations



Managing Your Audience

- Don't Hand Out Slides In Advance
- Look at Audience
 - Don't Stare At...
 - Ceiling
 - Floor
 - Screen
 - If Necessary, Look at Back Wall
- “Read” Your Audience
 - Faces
 - Body Language
- Solicit Questions/Reactions



Practice

- With An Audience
 - Yourself (Record Video)
 - Critical Friends
- As Close to Actual As Possible
 - Hardware and Software
 - Room
 - Clothing
 - Lighting
 - Timing
 - Time of Day (For Lighting)
 - Audience
 - Questions
 - Etc...



Creating and Giving Presentations

✓ Creating

✓ Organizing

✓ Writing

✓ Formatting

✓ Giving

Comments?
Questions?
Suggestions?



End of slide show. Swipe forward to exit.

Hyperlinks in PowerPoint

- Can Link to
 - Existing File or Web Page
 - Place In This Document
- Inserting a Hyperlink
 - Highlight Text
 - Right Mouse Click
 - Select “Hyperlink...”
- Returning
 - Automatically From Existing File or Web Page
 - Via Another Hyperlink From Place In This Document



Team Evaluation Form (TEF)

- Word Document (.docx)
 - Customized for Each Team Member
 - Download Page, [Team Evaluation Forms](#)
 - Use Office 365 Word Native on Windows 11
- For Each Team Member
 - Overall Effort and Performance Rating
 - Technical Contributions
 - Team Contribution
- Worst and Best Team Member
 - Who?
 - Why?
- Read Submission Instructions Carefully
- Due Monday, October 7



What's ahead?

[2 of 2]

- Upcoming Meetings
 - ~~09/26, Th: Design Day Booklet Production Process~~
 - ~~10/01, Tu: Creating and Giving Presentations~~
 - 10/01, Tu: Draft DD Booklet Asset Zip Files Due ← **Today by Midnight**
 - 10/03, Th: Resume Writing & Interviewing
 - 10/04, Fr: Artwork Clinic
 - 10:00 a.m. – 3:30 p.m., EB 3149
 - Same Schedule as Team Photos
 - Artwork Person or Persons from Your Team
 - 10/05, Sa: Final DD Booklet Asset Zip Files Due ← **4 Days, Saturday**
 - 10/07, Mo: Team Evaluation Form Due
 - 10/08, Tu: Alpha Presentations
 - 10/09, We: Alpha Presentation Slide Decks Due ← **Note**
 - 10/10, Th: Alpha Presentations
 - 10/15, Tu: Alpha Presentations
 - 10/17, Th: Alpha Presentations
 - ⋮
 - 11/14, Th: Beta Presentations



What's ahead?

[2 of 3]

Artwork Clinic Schedule, Friday, October 4

- 10:00 AM: Whirlpool
- 10:10 AM: Launch
- 10:20 AM: Magna VNNG
- 10:30 AM: Amazon
- 10:40 AM: Magna TDD4ES
- 10:50 AM: Urban Science
- 11:00 AM: DRIVEN-4
- 11:10 AM: Stryker IST
- 11:20 AM: Michigan State University CSE
- 11:30 AM: Union Pacific
- 11:40 AM: Kohl's
- 11:50 AM: Volkswagen
- 12:00 PM: RPM
- 12:10 PM: Roosevelt Innovations Knowledge Science
- 12:20 PM: GM RIS
- 01:10 PM: Anthropocene Institute
- 01:20 PM: Meijer
- 01:30 PM: Magna MADO
- 01:40 PM: Ally
- 01:50 PM: MSUFCU
- 02:00 PM: Magna WFG4ADAS
- 02:10 PM: Auto-Owners
- 02:20 PM: TechSmith
- 02:30 PM: GM WHMS
- 02:40 PM: Henry Ford Innovations RSVP
- 02:50 PM: Vectra
- 03:00 PM: Henry Ford Innovations RSE
- 03:10 PM: WK Kellogg's Co
- 03:20 PM: AbbVie
- 03:30 PM: HAP



DDB Artwork Feedback Clinic

- Who?
 - Dr. D.
 - Artwork Person or Persons from Your Team
- What?
 - Design Day Booklet (DDB) Project Page
 - Feedback on Artwork
- Where?
 - Dr. D.'s Office
 - EB 3149
- When?
 - Friday, October 4
 - Same Schedule as Team Photos
- Why?
 - Have Best DDB Pages
 - Short Timeframe



team-amazon.docx

- Provide
 - Project Description
 - ❖ Exactly Fill Textbox
 - ❖ Search for “will” Etc.
 - Artwork
 - ❖ High Resolution png’s
 - ❖ Delete Unused png’s
- Check Template
 - Sponsor Name
 - Project Title
 - Team Photo
 - Sponsor Logo
 - Team Members
 - Project Sponsors
- Document Template Changes
 - Highlight In Yellow
 - Add Textbox with Explanation
- Check...
 - Everything
 - Every Pass

Design Day Booklet Team Page

3200/3300 Hallway | Third Floor, Computer Science and Engineering 8:00 a.m. – Noon | CSE498

Amazon

Employee Badge Image Validation Tool

Amazon is a multinational technology company that has grown to become the world's largest retailer. Founded in 1994 by Jeff Bezos, Amazon has since expanded into various industries, including cloud computing, digital streaming, and artificial intelligence.

As Amazon continues to grow, ensuring a quality employee onboarding process is paramount to supporting Amazon's vision. An efficient onboarding process enables new employees to focus on transitioning without unnecessary delays or disruptions.

Currently, when Amazon hires a new employee, the employee uploads a photo to the employee badge verification system. This photo is manually checked against photo requirements by the Amazon verification team. This process can take days, slowing down the rate in which employees can join Amazon teams.

Our Employee Badge Image Validation Tool streamlines the new employee onboarding process by providing instant feedback on new employee badge photos.

Users simply need to upload their photo to the Employee Badge Image Validation Tool website in order to get feedback on their photo. When a photo is uploaded, our system uses machine learning models to test the validity of the new uploaded photo against standardized badge requirements.

The website displays feedback on photos and gives instructions on how they can improve their photo for the next upload.

Our tool not only saves time for new hires, enabling them to start faster and transition more smoothly into their roles, but also enables Amazon to dedicate more resources to delivering quality services to their customers.

Our web application is responsive and scalable due to a robust set of Amazon Web Services. The front end is hosted on AWS Amplify and back-end requests are handled by API Gateway, Lambda, Rekognition, and S3.

Grand Rapids was in lower case.

Wayne Dyksen no longer works at Amazon

Michigan State University
Team Members (left to right)

Anil Sivastava
Northville, Michigan

Katelyn Hurst
Grand Rapids, Michigan

Jack Hammond
Sibley Township, Michigan

Timmy Wu
Grand Rapids, Michigan

Khloe Hayes
Lowell, Michigan

Amazon
Project Sponsors

Manasa Dantu
Detroit, Michigan

Wayne Dyksen
Farmington Hills, Michigan

Garret Gaw
Detroit, Michigan

Derek Gebhard
Detroit, Michigan

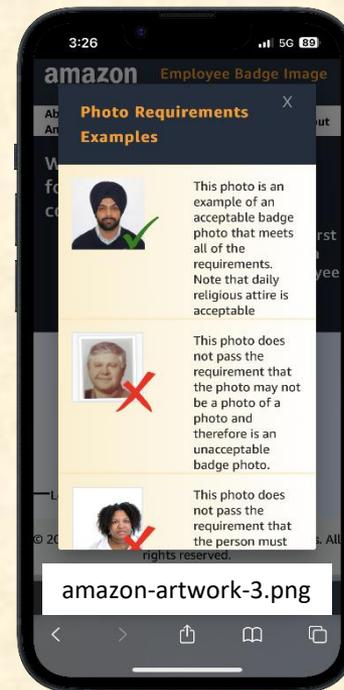
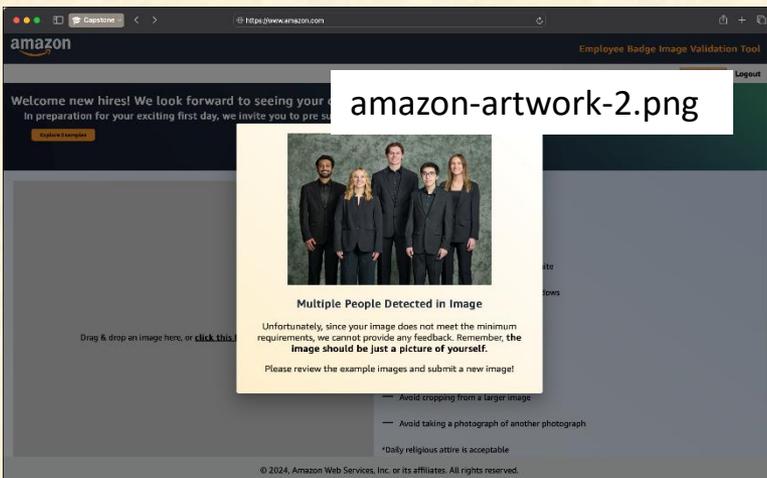
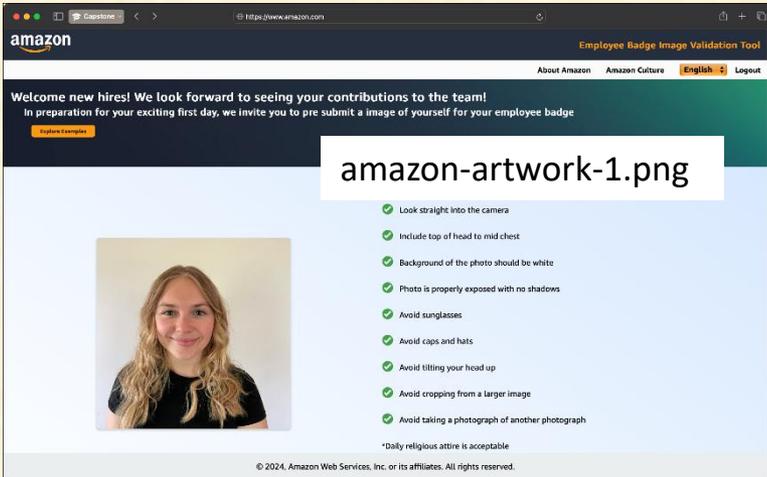
Stefan Najor
Detroit, Michigan

Ed O'Brian
Detroit, Michigan

Sean Whipple
Detroit, Michigan

PAGE N + 3

Artwork



Delete unused template artwork files.

- To insert with text `amazon-artwork-4.png` rectangle
- Put each piece of artwork in a separate artwork layer.
- Do not change the textbox's red external borders. Use them as handles to move and resize the text. The red borders will be made invisible later.
- Delete the artwork text boxes that are not needed.
- Do not use more than four text boxes.
- To layer overlapping text boxes, click on a textbox red border, and select "Bring to Front".



Assets Zip File Submission

- READ Submission Instructions Carefully
- Zipped Assets File
 - Folder Name: amazon-assets
 - Contents
 - amazon-page.docx
 - amazon-artwork-1.png (Very High Resolution)
 - amazon-artwork-2.png (Very High Resolution)
 - amazon-artwork-3.png (Very High Resolution)
 - ~~amazon-artwork-4.png~~ (Deleted)
 - Delete unused placeholder artwork files.
 - Zip Filename: amazon-assets.zip
- Upload to Microsoft Teams
 - General Channel File Space
 - Folder Named Design Day Booklet Assets Zip Files
 - Team's Private Channel File Space
 - **Draft: Due 11:59 p.m., Tuesday, October 1. ← Today by Midnight**
 - Artwork Clinic: Friday, October 4
 - Final: Due 11:59 p.m., Saturday, October 5. ← 4 Days, Saturday



Alpha Presentations

[1 of 2]

- Start
 - Tuesday, October 8
 - One Week From Today
- Demonstrate Working
 - Software
 - Hardware
- Prove Mitigated All Risks
- Significant Progress to Beta Presentation
- Slide Deck Template Posted



Alpha Presentation

[2 of 2]

- Outline
 - Very Brief Review of Project Overview (Your Elevator Pitch)
 - Very Brief Review of System Architecture
 - Software Demonstration
 - Most of the Presentation
 - Skip All of the screen shot slides in your slide deck. (Why are the screen shots in your slide deck?)
 - Brief Summary of What's left to do?
- Use all of the allotted time.



Read Me

[1 of 2]

- Presenting

- The purpose of the Alpha Presentation is to convince everyone that your team will be successful; that is, to convince everyone that your team has your project completely scoped, the specifications complete, and all risks mitigated so that you are capable of implementing your project, full-featured, and delivered it to your client, on time (Wednesday, December 4).
- The time limit for your presentation is 14 minutes, which will be strictly enforced. Practice your presentation to ensure that you will finish within the allotted time.
- Each team will present using their own laptop. You will be provided with a wireless presenter. Ask your TM for adapters in advance to connect the laptop AV equipment in your presentation room. Test in advance in the room in which you will be presenting with the laptop you will be using.
- We will meet in “split-hands” meetings. Luke’s teams will meet in 115 International Center, Griffin’s teams will meet in 1281 Anthony, and Sam’s teams will meet in 1130 STEM.
- Plan on spending most of your presentation demonstrating your software. A suggested approach is as follows.
 - Very Brief Review of Project Overview
 - Very Brief Review of System Architecture
 - Software Demonstration (Skipping All of the Screen Shot Slides in Your Slide Deck)
 - Brief Summary of What’s left to do?
- Your presentation should be professional, well rehearsed, and flow from beginning to end. Practice presenting in a suitable room. Ensure that your slides are readable. Practice demonstrating your software. Practice switching from one team member to another.
- As a backup to live demonstrations, consider making screen recordings of your software demonstrations using Camtasia.
- All team members are required to dress business casual on the day of their presentation. Business casual does not include jeans, sneakers, tennis shoes, hats, coats, hoodies, t-shirts or shirts that are not tucked into pants. Google “what is business casual.”
- Although the presentations will be scheduled over the course of three meetings, all teams must be prepared to present on the first day scheduled, Tuesday, October 8.
- The presentation schedule will be posted on our [Weekly Schedule](#) page in the evening of Monday, October 7.



READ ME

[2 of 2]

- **Creating and Editing**

- Read and follow the instructions in “Editing Documents and Presentations Using Office 365” of our [course syllabus](#).
- 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.
- 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 Alpha 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.”

- **Submitting**

- All presentations are due to us and to your client by 11:59 p.m., Monday, October 7.
- Name your PowerPoint slide deck file as “team-[team-name]-alpha-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-kohls-alpha-presentation.pptx” and “team-wk-kellogg-co-alpha-presentation.pptx”. 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”.
- Upload your PowerPoint slide deck to the folder “Alpha Presentation Slide Decks” in our Microsoft Teams General Channel file space by 11:59 p.m., Monday, October 7. 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.
- Email a copy of your slide deck to your client as well by 11:59 p.m., Monday, October 7. Do not cc us on that email. Include some professional text in the body of your email to practice being a professional and to avoid having your email sent to your project sponsor’s junk folder.



MICHIGAN STATE

U N I V E R S I T Y

Alpha Presentation

[Project Title 36pt]

The Capstone Experience

Team [Team Name 24pt]

[Team Member 1 16pt]

[Team Member 2 16pt]

[Team Member 3 16pt]

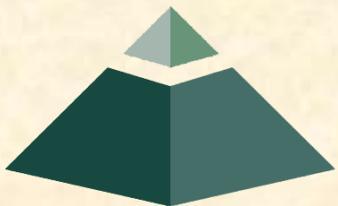
[Team Member 4 16pt]

[Team Member 5 16pt]

[Team Member 6 16pt]

Department of Computer Science and Engineering
Michigan State University

Fall 2024



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

Project Overview

- Point 1
- Point 2
- Point 3
- Etc...

System Architecture

Include your system architecture diagram from your Project Plan presentation.

Update or redo your system architecture diagram if you were asked you to do so in your Project Plan presentation feedback.

Delete this textbox.



[Title of Screen Shot 1]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.



[Title of Screen Shot 2]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.



[Title of Screen Shot 3]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.



[Title of Screen Shot 4]

You must include at least four screenshots.

Include actual screen shots (i.e., not mockups), replacing [Title of Screen Shot] with an appropriate title.

You may duplicate the Screen Shot template slide as needed.

The screen shots should not contain any bordering transparent or whitespace. Use paint.net to crop them appropriately. ← **Read this carefully.**

If a slide contains more than one screen shot or additional artwork (like arrows), group all of the items into a single grouping so that it can be copied-and-pasted and resized as a single unit. ← **Read this carefully.**

Delete this textbox.



What's left to do?

Do NOT modify the title of this slide in any way.
List your what's-left-to-do items on this one slide
in bullet points.

Delete this textbox.

- Task 1
- Task 2
- Task 3
- Task 4
- Etc

Don't panic.

We do not expect that your project is done or even nearly done.

Simply give a list of the major tasks that you need to accomplish to complete your project.

Only include things that are relevant to your software system.

Do NOT include things such as "Update the Project Plan" or "Create Project Video."

Delete this textbox.



Questions?

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