01/18: Risks and Prototypes

The Capstone Experience

Dr. Wayne Dyksen
James Mariani
Luke Sperling
Brenden Hein

Department of Computer Science and Engineering
Michigan State University

Spring 2022
Meeting Attendance Notes

• Microsoft Teams
  ▪ Joined ≤ 10:20:00 AM ⇒ On Time
  ▪ 10:20:01 AM ≤ Joined ≤ 10:25:00 AM ⇒ Late
  ▪ 10:25:01 AM ≤ Joined ⇒ Absent
  ▪ Left < Meeting End Time ⇒ Absent

• Google Form
  ▪ Random Times During Meeting
  ▪ Once At End of Meeting
  ▪ Miss Google Form ⇒ Absent

• Meeting End Time
  ▪ Normally ≤ 11:40:00 AM
  ▪ Not Until “Dismissed” and Completed End-of-Class Google Form
  ▪ Instructors May Dismiss Folks and Stay for Questions

• Grade Impact
  ▪ On Time ⇒ -0.0
  ▪ Late ⇒ -0.5
  ▪ Absent ⇒ -1.0

• Effect on Final Grade
  ▪ Start With 5.0/5.0
  ▪ Can Go Negative
Risks and Prototypes

➢ Risks

• Prototypes
Identifying Risks

• What You Don’t
  ▪ Know
  ▪ Understand
  ▪ Know How to Do

• Normally
  ▪ Major Project Features
  ▪ “Showstoppers”

• Varies From
  ▪ Not Familiar With But (Probably) Can Learn to
  ▪ Absolutely No Idea How to Do It

What are you worried about?
What should you be worried about?
Example Risks

Including but not limited to...

• Business Processes
• Key Application Features
• Hardware Systems
• Software Systems
• Development / Programming Environments
• Programming Languages
• Etc...
Prioritizing Risks

• Classify Difficulty
  ▪ High  Very Hard, No Idea How to Do
  ▪ Medium
  ▪ Low  Not Hard, Probably Doable

• Classify Importance
  ▪ High  Showstopper, Must Have
  ▪ Medium
  ▪ Low  Not Vital, Nice to Have
Prioritizing Risks

The Capstone Experience

Risks and Prototypes
Case Studies: MSU Men’s Basketball Apps

• Play Effectiveness
  ▪ Determine Effectiveness of Plays
  ▪ Record All Plays with Results
  ▪ Produce Reports of Effectiveness

• Player Timer
  ▪ Keep Track of Player Times
  ▪ Record Minutes Played and Rested
  ▪ Use On the Bench, During the Game
Basketball Apps Architectures

Play Effectiveness Application
  Visual Basic
  MS Access
  Windows Desktop

Player Timer Application
  Visual Basic
  MS Access
  Windows Tablet PC

Basketball already had all three of these components.

I had some of these.
Basketball Apps Risks

• What SDK should I use?
• Can I write this in Visual Basic?
• How do I make a GUI in VB?
• How do I interface VB with Access?
  ▪ Create/Open/Save a Database?
  ▪ Read/Write Records?
  ▪ Traverse Records?
• How do I implement clocks in Windows?
  ▪ Game Clock?
  ▪ Wall Clock?
• How do I generate a report from Access?
Mitigating Risks

• Use Existing Resources
  ▪ Including But Not Limited To
    o Faculty
    o Other Students
    o Product Demos
    o Book Sample Code
    o Downloadable Examples
    o Wizards
    o Etc...
  ▪ Test Drive
    o Install
    o Compile
    o Extend
    o Etc...

• Build Prototypes
  ▪ Single Purpose
  ▪ Quick-and-Dirty

Nota Bene:
1. Check license if including in project.
3. Inform client.
Basketball Apps Risk Mitigation

• Implementing a Clock
  ▪ Start /Stop
  ▪ Counts Down
  ▪ By Minutes:Seconds

• Handling Access Records
  ▪ Write Number
  ▪ Read Number
  ▪ Add Up Numbers

Start
Stop
19:55

Write 7
Read 14
Add Up 55
Risks and Prototypes

✓ Risks

➢ Prototypes
Aside: Capstone Transition

• From... “Make one of these.” –CSE Professor
  ▪ Coding
  ▪ Valuable Skills

• ...To “Solve my problem.” –Customer/Client
  ▪ Gather Requirements
  ▪ Design
    o Architecture
    o User Experience
  ▪ Highly Valuable Skills
Prototypes

• Developed
  ▪ Early
  ▪ Rapidly
• Implement Subset of the Requirements
• Done for Variety of Reasons
• Are Not Finished Goods
• “Hacking” (Good Sense)
Why? Answer Questions

Help Determine...

• Specifications
  ▪ Functional
  ▪ Design
  ▪ Technical

• Usability

• How Existing Code Works

• Programming Languages

• Development Environments

• Operating Environments

• Etc...
Why? Determine Schedule

Determine how long it will take to...
- ...learn the new programming language.
- ...learn the development environment.
- ...learn the existing code.
- ...convert the existing code.
- ...convert the existing database.
- ...get libraries working.
- ...deploy the application onto an iOS device.
- ...Etc....
Why? Identify Risks

• Operability
  ▪ How do we make a game clock?
  ▪ Where do we store the data?
• Interoperability
  ▪ How does the game clock work with other tablets?
  ▪ How do the tablets all write to the same database?
• Scalability
  ▪ Will the game clock propagate in real time?
  ▪ Will the database engine keep up?
• Reliability
  ▪ What happens if the clock tablet dies?
  ▪ What happens if the database tablet dies?
• Etc-Ability...
Speed (to Write)

- Critical
- 2-3 Day Tasks
- Use Whatever Works
  - RAD Languages
  - SDK’s
  - IDE’s
  - Design Tools
  - Wizards
  - Sample Code
  - Etc...
- Stop When Questions Answered
Tradeoffs: Speed (to Write) vs...

• Speed (to Write) vs Best Software Practices
  ▪ Testing
  ▪ Documentation
  ▪ Security
  ▪ Software Engineering
  ▪ Usability
  ▪ Performance
  ▪ Coding Standards
  ▪ User Interface Standards
  ▪ Using Real Data
  ▪ Etc...

• Hence, May Not Be Appropriate in Final Deliverable
Challenge/Danger

• “Hack” Solution
  ▪ It works.
  ▪ It’s *a* way to do something.

  vs

• “Correct” Solution
  ▪ It works.
  ▪ It’s the *“right”* way to do something.
    (There may be more than one “right” way to do something.)
Basketball Prototypes Case Studies

➢ Play Effectiveness

• Player Timer
Basketball Play Effectiveness App

- Functional Specifications
  - Determine Effectiveness of Plays
  - Record All Plays with Results
  - Produce Reports of Effectiveness
    - Each Play
      - # of Successes / # of Attempts

- Design Specifications?
- Technical Specifications?
Initial Meeting with Video Coordinator

I Learned...

• Done After Game
  ▪ On Desktop Computer
  ▪ From DVR-Like App
• Lots of Plays (~ 200) in Play Book
• ~20-40 Plays Run Per Game
• Plays Categorized
  ▪ Early Offense 1,2 (i.e., Fast Breaks)
  ▪ Offense 1,2 (i.e., Half Court Plays)
  ▪ Special Situations 1,2 (i.e., Out of Bounds)
• Overwhelming ← Can you relate?
Play Effectiveness Architecture

Basketball already had all three of these components.
Risks

• Learning Basketball Business Processes
• Programming in Visual Basic
  ▪ Can this be done in VB?
  ▪ ! Can I learn VB?
• Making a GUI in VB
• Interfacing VB with Access
  ▪ Creating/Opening/Saving a Database
  ▪ Reading/Writing Records
  ▪ Traversing Records
• Generating Reports in Access
• Etc…
BB PE PV1
(Prototype Version 1)
Fields
- P# Play Number
- T Time
- C# Clip Number
- EO Early Offense
- O Offense
- SS Special Situations
- R Result

Nota Bene
- Just Screen Layout
- No Code (Underneath)
- Never Have All Entries Filled at Once

Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot.
What I Learned From PV1

- Wanted to Identify Plays Within a Possession
- Plays Categorized Series / Set
  - Set is Variation on Series ("Parameterized Plays")
  - E.g.
    - Series: Thumbs
    - Sets: Up, Down, Circle
    - Plays: Thumbs Up, Thumbs Down, Thumbs Circle
    - CS Paradigm: Thumbs(Up), Thumbs(Down), Thumbs(Circle)
  - 1, 2 Notation
    - EO1 = Early Offense Series
    - EO2 = Early Offense Set
- ST (Special Teams) Missing
- Huge Impact On Design

The Capstone Experience
Risks and Prototypes
What I Learned From PV1

• Results Coded
  ▪ X\textsuperscript{\textregistered} Missed N Pointer (X1, X2, X3)
  ▪ O\textsuperscript{\textregistered} Made N Pointer (O1, O2, O3)
  ▪ FF Foul on the Floor
  ▪ TO Time Out
  ▪ Etc...

• Wanted to Record Notes on Defense

• Didn’t Care About
  ▪ Player Times
  ▪ Video Clip Number (C\#)
BB PE PV1

Fields
- P# Play Number
- T Time
- C# Clip Number
- EO Early Offense
- O Offense
- SS Special Situations
- R Result

Nota Bene
- Just Screen Layout
- No Code (Underneath)
- Never Have All Entries Filled at Once

So, from this to...
### BB PE PV2

#### Fields
- **PO#**
  - Possession Number
- **PL#**
  - Play Number
- **SS**
  - Special Situations
- **DF**
  - Defense

#### Nota Bene
- Just Screen Layout
- No Code (Underneath)
- Would **NOT** Have Entries in All Fields

#### Example

**Play**
- **T** 12:34
- **PO#** 12
- **PL#** 17
- **EO** Early Offense
- **OF** Zone Offense
- **ST** BLOB
- **SS** 2 For 1
- **R** 02

**Roster**
1. Adams, John
2. Jefferson, Tom
3. Washington, George
4. Franklin, Ben
5. Hamilton, Alex

**Notes**
Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot.

**Game**
- **Opponent** Harvard University
- **Location** Boston
- **Date** July 4, 1776
- **Number** 1776070401
**BB PE PV2**

**Fields**
- PO#: Possession Number
- PL#: Play Number
- SS: Special Situations
- DF: Defense

**Nota Bene**
- Just Screen Layout
- No Code (Underneath)
- Would NOT Have Entries in All Fields

**Combinations**
- Eliminated Clip #
- Added Play #
- Combined Series/Set
- Eliminated Player Times
- Added Buttons
- Would NOT Have Entries in All Fields
What I Learned From PV2

• Wanted to Grade Effectiveness of Plays
• Wanted to Record Player Steals and Assists (Remember this...)
• Needed to Navigate Plays and Possessions
• Wanted to See Running Total Score
### BB PE PV2

#### Fields
- **PO#**: Possession Number
- **PL#**: Play Number
- **SS**: Special Situations
- **DF**: Defense

#### Nota Bene
- **Just Screen Layout**
- **No Code (Underneath)**
- **Would NOT Have Entries in All Fields**

---

### Game:

<table>
<thead>
<tr>
<th>Opponent</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University</td>
<td>Boston</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 1776</td>
<td>1776070401</td>
</tr>
</tbody>
</table>

### Play:

<table>
<thead>
<tr>
<th>T</th>
<th>PO#</th>
<th>PL#</th>
<th>Series</th>
<th>Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:34</td>
<td>12</td>
<td>17</td>
<td>Early Offense</td>
<td>Corner (Rescreen-Post)</td>
</tr>
</tbody>
</table>

### Roster:

1. Adams, John
2. Jefferson, Tom
3. Washington, George
4. Franklin, Ben
5. Hamilton, Alex

### Notes:

Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot.

---

So, from this to...
<table>
<thead>
<tr>
<th>PE#</th>
<th>Time</th>
<th>PL#</th>
<th>MSU</th>
<th>Op</th>
<th>Series</th>
<th>Set</th>
<th>Effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>12:34</td>
<td>17</td>
<td>37</td>
<td>23</td>
<td>Early Offense</td>
<td>Corner (Rescreen-Post)</td>
<td>Great</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BLOB</td>
<td>Quick Post for Perimeter</td>
<td>Poor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Zone Offense</td>
<td>Jersey - Side Ball Screen</td>
<td>So-So</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Man-to-Man</td>
<td>Something Else</td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 For 1</td>
<td>Blah Blah</td>
<td>Unreal</td>
</tr>
</tbody>
</table>

**Notes:**
Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot.

**Roster**

<table>
<thead>
<tr>
<th>P</th>
<th>Player</th>
<th>S</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unbound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Jefferson, Tom</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Washington, George</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Franklin, Ben</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Hamilton, Alex</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Commands**

- Next Play
- Next Possession
- Previous Play
- Previous Possession
- Delete Play
- Delete Possession
- Exit

**Game**

- **Opponent:** Harvard University
- **Location:** Boston
- **Date:** 11/17/2003
- **Number:** 1776070401
Added Running Score
Added Steals and Assists
Added Effectiveness
Added Buttons
What I Learned From PV3

• Wanted…
  ▪ Grades to Be A, B, C, D, F
  ▪ Results Associated With Players
  ▪ Series/Set Combined
    (“Thumbs Up” Rather Than “Thumbs”, “Up”)
  ▪ To Record Player Rebound

• Will be used by…
  ▪ Video Coordinator, GAs, and Managers
  ▪ Very Comfortable with DVR Controls

• Did **NOT** Want to Record Player Steals or Assists
So, from this to...

<table>
<thead>
<tr>
<th>PE#</th>
<th>Time</th>
<th>PL#</th>
<th>MSU</th>
<th>Op</th>
<th>Effectiveness</th>
</tr>
</thead>
<tbody>
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<td>12:34</td>
<td>17</td>
<td>37</td>
<td>23</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series</th>
<th>Set</th>
<th>Effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>EO Early Offense</td>
<td>Corner (Rescreen-Post)</td>
<td>Great</td>
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<td>Poor</td>
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<td>OF Zone Offense</td>
<td>Jersey - Side Ball Screen</td>
<td>So-So</td>
</tr>
<tr>
<td>R X</td>
<td>O</td>
<td>Outstanding</td>
</tr>
<tr>
<td>DF Man-to-Man</td>
<td>Something Else</td>
<td>Good</td>
</tr>
<tr>
<td>SS 2 For 1</td>
<td>Blah Blah</td>
<td>Unreal</td>
</tr>
</tbody>
</table>

Notes:
Feed to Adams. Washington always gets the rebound. Jefferson or Hamilton should take the shot.
BB PE AV1
(Alpha Version 1)
First Version
With Code
Not Much Implemented
BB PE AV1  
(Alpha Version 1)  
First Version  
With Code  
Not Much Implemented

- Changed Grading to A, B, C, D, F  
- Combined Series/Set  
- Associated Results With Players  
- Added Rebound  
- Deleted Steals and Assists  
- Changed Buttons to DVR-Style
What I Learned From Alpha 1

• Entering a Play
  ▪ Some Things Calculated Automatically
    o Play/Possession Number
    o Score
  ▪ Most Things Entered With Mouse Via Pull-Down Menus
    o Series / Set
    o Result
  ▪ But Time Entered With Keyboard Via Typing Numbers

• Need
  ▪ Mouse-Only Input
  ▪ Easy Way to Adjust Clock
BB PE AV1
(Alpha Version 1)
First Version
With Code
Not Much Implemented

So, from this to...
BB PE AV2
Still Not Much Implemented
BB PE AV2
Still Not Much Implemented

Added Clock Adjustment Buttons
Basketball Prototypes Case Studies

✓ Play Effectiveness

➢ Player Timer
Player Timer App

• Keep Track of Player Times
• For Each Player Record
  ▪ Minutes Played
    o Game Clock Time
    o Consecutive & Total
  ▪ Minutes Rested
    o Wall Clock Time
    o Consecutive

• Must
  ▪ Be Usable on the Bench, During the Game
  ▪ Be Portable and Not Require Electrical Outlet
  ▪ Feel Like a Pen and a Clipboard
Player Timer App

Player Timer Application

Visual Basic

MS Access

Windows Tablet PC

I had some of these.
Risks

• Learning Basketball Processes

• Implementing Clocks in Windows?
  ▪ Game Clock
  ▪ Wall Clock

• Very Limited Screen Real Estate
  ▪ Different Problem Than Mobile App
  ▪ Must Feel Like Clipboard and Single Piece of Paper

• Computing and Displaying Cumulative Times

• Hidden Risk ("Danger Will Robinson!")
Player Timer Development

• Knew Exactly What They Wanted, So...
• Designed “Final” Version
  ▪ User Interface
  ▪ Data Base Schema
  ▪ Etc...
• Coded “Final” Version
• Bench Tested “Final” Version
• Field Tested “Final” Version
  ▪ In Practice Scrimmage
  ▪ Totally and Completely Unusable
• Scrapped “Final” Version UI and Started Over

Aside: Great Example of Front-End / Back-End Architecture and Design
### Player Timer

**Period:** 1

**Time:** 16:19

---

#### Michigan State Spartans
Men's Basketball

#### Start the Clock

<table>
<thead>
<tr>
<th>Checked Out</th>
<th>Checked In</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F.</strong></td>
<td><strong>F.</strong></td>
</tr>
<tr>
<td>Time</td>
<td>Remaining</td>
</tr>
<tr>
<td>Current</td>
<td>Remaining</td>
</tr>
<tr>
<td>1:12</td>
<td>1:48</td>
</tr>
<tr>
<td>1:52</td>
<td>1:08</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
<tr>
<td>0:27</td>
<td>2:33</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
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<tr>
<td>0:00</td>
<td>3:00</td>
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<td>0:00</td>
<td>3:00</td>
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<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
<tr>
<td>0:00</td>
<td>3:00</td>
</tr>
</tbody>
</table>

---

**Start the Clock**

- **View Game Stats**
- **Check Out All**
- **Scan the Period**
- **End the Period**

**Load Roster** **Open** **Exit**
Software Updates

- Enable Clock Adjustments (While Clock Stopped)
- Enable Check In/Out By Touching
  - Check In/Out Button
  - Player Name
  - Player Slot
- Allow > 5 Players Checked In (While Clock Stopped)
- Enable Pending Check In (While Clock Running)
- Eliminate All Modal Dialog Boxes
Basketball Prototypes Case Studies

✓ Play Effectiveness

✓ Player Timer
Risks and Prototypes

✓ Risk

✓ Prototypes
Questions?
Team Photos

- Individual Photos Requirements
  - Dress
    - Business
    - Very Nice Business Casual
  - Front Facing
  - Hands down to the sides
  - Hands out of pockets
  - ¾ Length, Just Below Knees (Including Hands)
  - High Resolution as Possible
  - Solid Background
  - Good Lighting
  - Relaxed
  - jpeg
Team Photos

- Examples of Required Resubmits

Bad Angle
Out of Focus
Not to Knees
Team Photos

- **Photo Release Form**
  - Required by MSU
  - Standard

- **Submission**
  - Use Google Form (Link Emailed to You)
  - File Naming Convention
    - team-[normalized-team-name]-[last-name]-[first-name].jpg
    - team-kelloggs-dyksen-wayne.jpg
    - team-delta-dental-knowledge-science-1-mariani-james.jpg
  - Due by 11:59 p.m. ET, Sunday, January 23

- **Failure to Submit**
  - Not in Team Photo
  - Points Deducted from Team Contribution
  - Photographer May Require You to Resubmit
What’s ahead?

• Upcoming Meetings
  – 01/18: Risks and Prototypes
  – 01/20: Team Status Report Presentations
  – 01/25: Project Plan
  – 01/27: Schedule and Teamwork
  – 02/01: Team Project Plan Presentations
  – 02/03: Team Project Plan Presentations
  – 02/08: Team Project Plan Presentations

10% of Team Grade
What’s ahead?

• Split-Hands Meetings
  ▪ Used On Presentation Days
    o 01/20: Team Status Report Presentations
    o 02/01-02/08: Team Project Plan Presentations
  ▪ Two Microsoft Teams Channels
    o Brenden’s Channel
      ❖ Brenden’s Teams
      ❖ Teams Amazon, Anthropocene Institute, Kellogg’s
    o Luke’s Channel
      ❖ Luke’s Teams
      ❖ Teams Kohl’s, MaxCogito, United Airlines Airport Operations
  ▪ Attendance Taken As Usual
What’s ahead?

- **01/20: Team Status Report Presentations**
  - One Week From Today
  - Split-Hands Meeting
  - Slide Deck Template Posted on Downloads Page
  - Must Use Windows Version of Office 365 ← *Nota Bene*
  - Read Submission Instructions Carefully
  - Due by 11:59 p.m., Wednesday, 01/19
  - Upload Two Times to Microsoft Teams
    - To General Channel File Space
      - Folder “Team Status Report Presentation Slide Decks”
    - To Capstone Team’s Private Channel
  - Aggregated Slide Decks
    - By Instructor
      - Instructors will “drive” during split-hands presentations.
      - Presenters will say “Next slide please.”
Normalized Team Names and Filenames

• Convention
  ▪ Use all lowercase.
  ▪ Delete non-numeric and non-alphabetic characters.
  ▪ Replace blanks by dashes.

• Examples
  ▪ team-amazon-status-report-presentation.pptx
  ▪ team-kelloggs-status-report-presentation.pptx
  ▪ team-delta-dental-knowledge-science-1-status-report-presentation.pptx
Read Me

- Presenting
  - The Status Report Presentations will be given on Thursday, January 20.
  - The purpose of your Status Report Presentation is for your team to demonstrate that you have made significant progress on your project. In particular, you will give status reports on a variety of things including the status of project sponsor contact, project sponsor meeting schedules, team meeting schedules, team organization, server systems and software, development systems and software, a brief description of the project, the status of your project plan and the initial identification of risks.
  - The time limit for your presentation is 4.5 minutes, which will be strictly enforced. Practice your presentation to ensure that your team will finish within the allotted time of 4.5 minutes.
  - We will meet in “split-hands” meetings with one Microsoft Teams channel hosted by Brenden and a second Microsoft Teams channel hosted by Luke. Brenden’s channel will include his teams along with Teams Amazon, Anthropocene Institute and Kellogg’s. Luke’s channel will include his teams along with Teams Kohl’s, MaxCogito and United Airlines Airport Operations.
  - Dr. D. will combine the teams’ slide decks into two slide decks, one for Brenden’s channel and one for Luke’s channel.
  - Brenden and Luke will share their screen and “drive” the slide deck for their teams.
  - Your team may have one or more presenters. All team members should turn their cameras on during their presentation.
  - 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.
  – 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 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.”

• Submitting
  – All presentations must be submitted to us and to your client by 11:59 p.m., Wednesday, January 19.
  – Name your PowerPoint slide deck file as “team-[team-name]-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-status-report-presentation.pptx” and “team-delta-dental-knowledge-science-1-status-report-presentation.pptx”.
  – Upload your PowerPoint slide deck to the folder “Status Report Presentation Slide Decks” in our Microsoft Teams General Channel file space by 11:59 p.m., Wednesday, January 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.
  – Email a copy of your slide deck to your client as well by 11:59 p.m., Wednesday, January 19. 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.
Status Report 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

Spring 2022
[Project Title]

• Project Overview
  ▪ Description Point 1
  ▪ Description Point 2
  ▪ Description Point 3
  ▪ Description Point 4

• Project Plan Document
  ▪ Status Point 1
  ▪ Status Point 2
  ▪ Status Point 3
  ▪ Status Point 4

Status Information:
Think clicking “Status” on an Amazon order.
• You bought this on Monday, January 10. Helpful?
• We’re going to send this to you. Satisfied?
• People who bought this also bought…. We good?
Where the $*(%($* is my order?

Include status information.
What’s the status of your project plan document?
Have you started it?
How much have you written?
What percentage complete is it?
Delete this textbox and the brace to the left.
[Project Title]

• Server Systems / Software
  ▪ Description &/or Status Point 1
  ▪ Description &/or Status Point 2
  ▪ Description &/or Status Point 3

• Development Systems / Software
  ▪ Description &/or Status Point 1
  ▪ Description &/or Status Point 2
  ▪ Description &/or Status Point 3

Include status information.

Are all systems up and running?

Have you tested everything?

Delete this textbox and the brace to the left.
Team [Team Name]

Status Report

[Project Title]

• Client Contact
  ▪ Status Point 1
  ▪ Status Point 2

• Team Meetings
  ▪ Status Point 1
  ▪ Status Point 2

• Team Organization
  ▪ Description Point 1
  ▪ Description Point 2

Include status information.
Have you talked with/met with your client?
Have you scheduled a weekly conference call? When?
Have you scheduled an in-person meeting? When?
How many times has your team met so far?
Have you scheduled team meetings? How often?
Delete this textbox and the brace to the left.

Include status information.
Who’s doing what?
Delete this textbox and the brace to the left.
A “Risk” is a significant task that you need to accomplish that you currently do not know how to do. Usually, a risk is a “showstopper,” meaning if you cannot complete the task, you cannot complete your project.

“Mitigation” for a particular risk is your plan for eliminating that risk; that is, your plan for figuring out how to accomplish the task.

List only “real” risks. For example, learning new computer languages is **not** a risk for an MSU CSE student.

Give “useful” explanations of how you are going to mitigate each risk. For example, “we will learn how to do it” is **not** a useful explanation.

**Delete this textbox.**