Date _____________________________ Start Time __________ End Time ___________

Team _______________________________________________________________________

Team Members _______________________________________________________________________

Basics
- Slide with team members names _____
- First speaker introduced team members _____
- Brief explanation of project _____
- Architectural diagram _____
- Third party software _____

Presentation Order and Notes

Other Topics
- Presentation Style (Appearance, lively, engages audience)
- Organization (Opening and closing, connects topics)
- Content (Chose interesting issues to discuss)
- Media (Presentation materials, links discussion to materials)
- Mechanics (Grammar, gestures, pace, questions)