Read Me

- Presenting
  - The purpose of the Beta Presentation is to demonstrate that the software portion of the project is complete. While the system may need a little debugging and a little user interface upgrades, the software is expected to be feature complete and delivered to your client on time (Wednesday, April 23).
  - The time limit for your presentation is 15 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 to connect the laptop that you will be using to the audio/visual equipment in your presentation room. Test in advance in the room in which you will presenting with the laptop you will be using.
  - We will meet in "split-hands" meetings. Luke's teams will meet in 158 Natural Resources, Griffin's teams will meet in B115 Wells Hall, and Sam's teams will meet in 1279 Anthony Hall.
  - Plan on spending most of your presentation demonstrating use cases of your software. A suggested approach is as follows.
    - Brief Project Overview (Your Elevator Pitch)
    - Software Demonstration of Use Cases (Skipping Architecture Diagram and 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.
  - Think of your Beta presentation as a preview of your project video.
  - Give live demos on actual hardware, rather than using screen recordings or simulators.
  - As a backup to live demonstrations, make screen recordings of your software demonstrations using Camtasia in advance.
  - Although the presentations will be scheduled over the course of three meetings, all teams must be prepared to present on the first day scheduled, Thursday, April 3.
  - The presentation schedule will be posted on our Weekly Schedule page in the evening of Wednesday, April 2.

READ ME

- Creating and Editing
  - Read and follow the instructions in "Editing Documents and Presentations Using Office 365" of our <u>course syllabus</u>.
  - 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 Beta 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., Wednesday, April 2.
  - Name your PowerPoint slide deck file as "team-[team-name]-beta-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-beta-presentation.pptx" and "team-wk-kellogg-co-beta-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 "Beta Presentation Slide Decks" in our Microsoft Teams General Channel file space by 11:59 p.m., Wednesday, April 2. 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, April 2. 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
UNIVERSITY

Beta 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 2025

From Students…
…to Professionals

Project Overview

- Point 1

- Point 2

- Point 3

- Etc…

Team Member's Technical Tasks

Technical Tasks Assigned	Technical Tasks Completed
• Team Member Name 1	• Team Member Name 1
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N
• Team Member Name 2	• Team Member Name 2
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N
• Team Member Name 3	• Team Member Name 3
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N
• Team Member Name 4	• Team Member Name 4
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N
• Team Member Name 5	• Team Member Name 5
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N
• Team Member Name 6	• Team Member Name 6
▪ Task 1	▪ Task 1
▪ ⋮	▪ ⋮
▪ Task N	▪ Task N

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 alpha 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 <u>not</u> contain any bordering transparent or whitespace. Use paint.net to <u>crop</u> 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 <u>not</u> contain any bordering transparent or whitespace. Use paint.net to <u>crop</u> 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 <u>not</u> contain any bordering transparent or whitespace. Use paint.net to <u>crop</u> 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 <u>not</u> contain any bordering transparent or whitespace. Use paint.net to <u>crop</u> 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?

- Features
  - Feature 1
  - Feature 2
  - Feature 4
  - Feature 4
- Stretch Goals
  - Stretch Goal 1
  - Stretch Goal 2
  - Stretch Goal 3
  - Stretch Goal 4
- Other Tasks
  - Other Task 1
  - Other Task 2
  - Other Task 3
  - Other Task 4

Questions?