ETME489 / EMEC489

Preliminary Design Review Presentations

***Project Description*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide feedback using a 5-point scale: Circle* ***5 = excellent*** *to* ***1 = poor*** *for each area.*

**1. Presentation mechanics. [ 5 4 3 2 1 ]**

* Group gave a proper introduction: Appropriate content and organization.
* Presentation methods were sound: Clarity, logic, flow, pace, and duration.
* Multimedia and visuals: Good legibility, contrast, text size, spelling/grammar.
* Overall effectiveness of presentation.

**2. Communications [ 5 4 3 2 1 ]**

* Pronunciation, volume, terminology, speaker transitions.
* Appearance, mannerisms, behavior, distractions.
* Effective explanation of overall project.
* Q&A: Proper and professional interaction with audience.

**3. Design Process [ 5 4 3 2 1 ]**

* Origin of project explained, need determined, requirements established.
* Project scope: Limits or boundaries well-defined, constraints established and explained.
* Thorough background research evident, applicable findings explained.
* Specifications developed and itemized. Alternatives defined and discussed.
* Well-defined process used to evaluate alternatives.
* Final Design evaluated, selected and proposed for implementation.
* Design choices justified & supported.
* Proposed design optimized, considering all pertinent inputs.

**4. Planning, Progress, Project Management [ 5 4 3 2 1 ]**

* Effective and accurate task definitions and project management: Project on-schedule.
* Group displays good teamwork, division of labor.
* Group has defined a clear path to success and to a working prototype.
* Overall project is under control and progress is being made per plan.

**Comments:** Extend to reverse if desired. (Please be positive and constructive in your comments.)