

Project Presentation & Peer Assessment

During the week of December 1–4 (exact time, date and location to be announced) you will be asked to give a 12–15 minute talk in front of your classmates describing your progress on your project. This component of your project is graded.

After the presentations I will provide some feedback on your projects (and possibly anonymized feedback from the other students) which you can incorporate into your final written project report.

Information for the Speaker

By the time that you give your presentation, you should have substantially completed your literature review and have gotten at least some preliminary work done on the body of your project; however, it is not expected that you will have completed all of your analysis, coding and/or data collection. Consequently, your talk will describe both what you have done and what you still intend to do.

Common elements of a talk of this nature would be:

- A title slide: Project title, student name, course, date.
- An outline: What are the elements of your talk?
- Motivation: Why do you want to solve this problem?
- A problem description, possibly both informal and formal.
- Your approach to solving the problem.
- What you have accomplished so far.
- What still needs to be done.
- Analysis: How do or will you judge the outcome of your work?
- Previous work, and how it relates to what you are doing.
- A conclusion slide: What did or will you accomplish?

Note that your presentation need not follow exactly this pattern; for example, the related work might be presented early, or the informal problem definition and motivation might precede the outline. However, most of these areas should be covered at some point during the talk.

It is important in any oral presentation to meet your time constraints. A good estimate is one minute per slide, so this talk should be no more than 15 slides. You should also practice your talk with timing at least once before giving it in class. In order to keep the timing straight, we will follow standard conference protocol and restrict questions during the talk.

If you would like to use my laptop for the presentations, you will be required to provide either an MS Powerpoint 2003 ppt file or an Adobe Reader pdf file (usually by email) no later than two hours before the presentations begin. If you have any auxiliary files (eg animations), put everything into a zip file.

Information for the Audience

As a part of your participation in student project presentations, you will be required to perform a peer review of your fellow students' presentations. Your comments and scores will be considered when providing a grade for their projects, so take your review seriously.

You will assess the presentations in these three categories:

- **Project Goals, Methods and Accomplishments:** What problem is being solved? How will the student solve the problem? What has been accomplished so far? What still needs to be accomplished? What evidence is or will be provided to demonstrate that the problem is solved?
- **Background and Motivation:** Why is the problem interesting? Who else has studied the problem, and how did they solve it? How does this solution compare and contrast with other solutions?
- **Presentation style:** Was there a title and outline? Were the explanations clear? Did the discussion stay focused? Were visual aides (blackboard, overheads, etc) used well?

For each category, you will be asked to provide an integer mark between zero and ten—this is not olympic figure skating, so do not be afraid to use numbers other than nine. You will also have the opportunity to provide written feedback, which will be transcribed to email and passed along anonymously to the speakers.