

Progress report

Status of the various deliverables and workpackages

- requirements, E-R model
- database
- system design, GUI
- tools selected
- research: sources selected, main focus

Planning and division of work for remaining period

- implementation
- testing
- documentation and presentation

Issues and questions

Report – some suggestions

- Report should be *academic*, i.e. formal, general, abstract, sticking to the traditional script (the problem, how others have tried to solve it, how we will do it, what we found/achieved, what caused us special problems, what we should have done differently, what we would do next if we had more time)
- Documentation should be *practical*, specific, with examples (tutorials) and well-organized and searchable (glossary, index)

Report – cont.

- Be concise; first drafts are almost always redundant, repetitive, too verbose (read each other copy critically)
- Organize: use (sub)headings, inserts, titles
- Write for an intelligent reader for who this is all new
- Check spelling and English (again, use proof readers)
- Provide reference to the source(s) for your statements (see BB Links for reference formatting)

Presentation

- Presentation should be *academic*, i.e. formal, general, abstract, sticking to the traditional script (...)
- Demonstration of results (system) should be well-prepared, focussed, not necessarily exhaustive
- Sheets are meant to support your talk, not to provide a complete summary of your talk
 - emphasize points
 - provide overview
 - show hard-to-describe items (pictures, tables, code)

Presentation – cont.

Sheets

- Readability (contrast, font size)
- Sheets will take on average 2-3 minutes
- Spelling

Presentation

- Technical checks (resolution, videos)
- Practice
- Face your audience (ask teammate to change slides)
- Stick to script, but react to audience when required

Grading

System design - 20%

Implementation - 40%

- Database, business logic – 20%
- GUI – 20%

Documentation - 25%

Presentation - 15%

Bonus - 10%