



MID-TERM REPORT WRITING GUIDELINES

SEMESTER I TEAMS

FALL 2009

To satisfy the Level II milestone and qualify for the associated award, teams must provide a Mid-Term Report to TSGC. The midterm is used to demonstrate the team's progress in meeting the design objective. The written report must be accompanied by a "rough draft" Power Point presentation to compliment the report.

Note: DESIGN CHALLENGE requirements are not intended to cause students to duplicate work. Teams required by their instructor to submit a mid-term review/report in a specific format may submit a copy of that report in lieu of the DESIGN CHALLENGE-style mid-term. Talk to Debbie if this applies to your team.



MID-TERM REPORT WRITING GUIDELINES for Semester I Teams

WRITTEN REPORT	POWER POINT PRESENTATION
<ul style="list-style-type: none"> ❑ Format and section content. <ul style="list-style-type: none"> - Typed, doubled-spaced, minimum 15 pages, no page limit. - Avoid writing in first-person. - Proof Grammar / Punctuation / Spelling. - Address reviewer feedback ❑ Include the following sections: <ul style="list-style-type: none"> - Cover Page - Table of Contents with page numbers - List of Figures with page numbers - Abstract or Introduction - Research Group / Mentor Identification - Collaboration Efforts - Team Identification / Members Profile - Team Patch Design / Description - Topic Background Information - Design Objective - <u>Quantified</u> Requirements & Constraints - Design Plan / Methodology - Several Concept Variants / Graphics - Concept Evaluation & Selection [Pugh Chart] - Project Timeline and Budget Plan [overall] - Conclusion - Reference / Bibliography [minimum 6] - Appendices may include <ul style="list-style-type: none"> - Option Area Report [if applicable] - Trip Report [if applicable] - Budget Report [for this period] ❑ Items to Incorporate or Address <ul style="list-style-type: none"> - Flesh out the initial proposal. - Address reviewer feedback. - Quantify requirements and constraints. - Show several design concepts developed. - Show method used to determine best design - Use graphics to communicate concepts. - Document team's field trip/collaborations. 	<ul style="list-style-type: none"> ❑ Submit a Power Point presentation that reflects the information addressed in the written report. <ul style="list-style-type: none"> - Prepare this presentation as a "draft" to the team's Showcase presentation. - Keep content of slides relatively simple. <ul style="list-style-type: none"> - Avoid overcrowding the information presented in each slide. - Content of tables and graphs should be easy to read and interpret. - Bullet the main points to be addressed. <ul style="list-style-type: none"> - Limit bullets to 5-6 per slide. - Limit line size to 8-10 words per line. - Use visuals [photos, graphs, drawings] to enhance ideas presented. - Limit total presentation time to twenty minutes. <ul style="list-style-type: none"> - Include only the information you intend to discuss - Consider the effect of color and layout on the audience. <ul style="list-style-type: none"> - A dark background with a light text shows up best in meeting rooms. - Audience should be able to easily read text - Titles should be 30 pt font size and bold-faced. - Text should be no smaller than 20 pt font size. - Leave a space between lines to enhance readability.