Team Assignment. The following should be completed within your senior design team.

1. Weeks 13 through 15 (with Thanksgiving week next week and the last week of classes your team presentation) will be your team's last sprint of the semester. As with your past two sprints, you must perform a sprint planning, review, and retrospective meeting. Turn in the results of these meetings by the end of the semester. For your planning meeting, include (a) the goal for your sprint including what you will demo for feedback at the end of the sprint, (b) a breakdown of the stories and/or tasks you will need to complete to achieve your sprint goal, and (c) estimates of your breakdown and the sprint as a whole (including how you are using velocity to help plan your sprints).

2. CEDE Status Update Presentation (Wednesday, December 5th). Your presentation should largely follow your status report (see below). In particular, your presentation should focus on the work you have accomplished including a live demo, where you are in terms of your milestones and project plan (sprint roadmap), any changes you have made to the scope, and your plan for the remainder of your project. Your presentation should be at most 15 minutes. All team members must present for a roughly equal amount of time during the presentation. Here is an example outline:

   A. Short Project Overview: Briefly reiterate the problem and solution, basic requirements, and deliverables. Since most people will be familiar with your project, you can keep this short (a couple of slides). However, you will need to give enough information to refresh everyone’s memory and there may be people in the audience that didn’t see your first presentation. Please take time to design and practice this part of your presentation, especially focusing on clearly articulating the problem you are solving. The introduction/overview is often one of the hardest parts of the presentation and sets the stage for the rest of the talk.

   B. Work Accomplished: Provide a demo of your application (working prototype), carefully and fully describing the features you have implemented. Your demo must be organized and clearly explained. You need to walk the audience through your system and highlight what features you are showing. You must also be clear about what is and what isn’t implemented. The system demo is often the hardest part of the presentation to do well. Briefly describe any additional items you have finished that are not visible in the demo.

   C. Base Schedule and Deviations: Describe what you had planned to achieve up to this point based on your (“base”) schedule presented in your project plan, how closely you were able to follow the plan, and any deviations/changes to the plan that occurred as well as reasons for the deviations/changes.
D. Revised Schedule and Scope: Describe your plan for the remainder of the year (i.e., next semester), focusing on changes to your base schedule (i.e., the changes to the schedule from your project plan). Clearly state what changes you are making to the schedule, what the new schedule is, and why you are making the changes. Provide enough detail for the audience to understand what the specific changes are and what your plans are moving forward. Be sure to include design, testing (especially system and usability), documentation, and deployment in your plan/schedule. Note that any scope (major feature) changes will require a new, signed major features checklist.

E. Risks: Provide an update of project risks including any new risks that have come up since the last meeting. For each major risk be sure to state why it is a risk (i.e., the potential impact), what your current plan is, what your contingency plan is, and what actions/events will trigger your contingency plan.

F. Additional Considerations: Describe what you have learned over the last three sprints and how you plan to improve your development process, teamwork, communication, etc. If you are behind schedule, describe what are you planning to do to help achieve your new schedule goals and milestones.

3. Practice Presentation. You must schedule and give a practice presentation with your faculty advisor. Be sure you have a complete, well-practiced presentation prior to giving your presentation to your advisor.

4. Project Status Report (Due at Final). Create a project status report using the template available from the course webpage. Turn in a PDF version of your status report to me and your faculty advisor by the final. Note that each member of your team must sign the status report, but you do not need to get signatures from your sponsor or DAB members.