Overview of the Meeting. As part of finishing your senior design project, your team must schedule a meeting during the last two weeks of class (preferably during finals week) with your team, faculty advisor, and project sponsor (or product advocate) to go over your deliverables and major features checklist. Note that this is one meeting with everyone in attendance, and not separate meetings involving your advisor and your sponsor/advocate.

Step 1: Schedule the Meeting. It is your team's responsibility to schedule the debriefing meeting. Again, each member of your team, your advisor, and your sponsor/advocate must be present. It is okay if one or more members must “video” into the meeting. If you are unsure how to setup a video call or where to hold the meeting, please talk with your advisor or the CEDE CS coordinator for help.

Step 2: Running the Meeting. During the meeting, you must go through each item on the major features checklist and report on its status. This is meant to be a discussion among the meeting constituents on the status of each item. The ultimate goal is for your advisor to obtain a clear understanding on what was accomplished/needed and whether what was promised was completed at an appropriate level of quality.

Step 3: Advisor Evaluation. After the meeting, during finals week, your faculty advisor will then fill out the evaluation of each item on the checklist in terms of completion status (not started, partially finished, or complete) and quality level (unsatisfactory, satisfactory, or excellent). Note that you must not pre-fill this information in or fill it in during the meeting—it is the job of your faculty advisor to independently assess the information based on what was discussed and what they have observed in terms of your team's work.