Your status update presentation should focus on the work you have accomplished so far this semester, 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. When describing your plan for finishing your project deliverables, please provide enough detail for faculty, DAB members, and sponsors to both understand what your plan is, but also to make recommendations regarding it. 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, basic requirements, and deliverables. Since most people will be familiar with your project, you can keep this short (one or two 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 high-level description of the work you accomplished since your last presentation and also give 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 schedule. Describe how closely you were able to follow your 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 semester including any changes to your schedule. 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 any issues you have had as a team 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.