# Evaluation Rubric: Oral Progress Report 3
## MIME Capstone Design

**PRESENTER NAME:** ___________________________  
**TEAM/PROJECT #:** ________  
**DATE:** ________

## CONTENT

### Slide 1: Project Description:
- Provide a brief but meaningful review of your project  

### Slide 2: Design Description:
- Provide a high-quality labeled image of your design. For process projects, include a future state map or other graphically representation of the chosen design.  
- Provide a bullet list describing how your design functions or the implementation details  

### Slide 3: Design Requirements
- List your project’s customer requirements and indicate how your design meets them.  

### Slide 4: Schedule & Budget
- Provide a schedule for the term showing when key tasks will be completed. **Indicate if you are currently on, ahead, or behind schedule.**  
- Describe the project’s budget including total dollars available, anticipated expenses, actual expenses to date, and the resulting balance.

### Comments on content:

## DELIVERY

### Voice, eye contact, gestures:
Clear voice, eye contact w/ audience, and appropriate gestures.  

### Effective use of time:
4-6 minutes = 5 pts; under 4 min. or over 6 min. = 0 points  

### Q & A:
Speaker clearly and effectively answers questions.  

### Comments on delivery:

### Total Score:

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### Scoring Guidelines

<table>
<thead>
<tr>
<th>Level of Accomplishment / Possible Points</th>
<th>5</th>
<th>10</th>
<th>20</th>
<th>100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truly outstanding (A+)</td>
<td>5</td>
<td>10</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>Excellent (A)</td>
<td>4.8</td>
<td>9.5</td>
<td>19</td>
<td>95</td>
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<tr>
<td>Strong (B)</td>
<td>4.3</td>
<td>8.5</td>
<td>17</td>
<td>85</td>
</tr>
<tr>
<td>Adequate (C)</td>
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<td>7.5</td>
<td>15</td>
<td>75</td>
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<tr>
<td>Weak (D)</td>
<td>3.3</td>
<td>6.5</td>
<td>13</td>
<td>65</td>
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<tr>
<td>Unsatisfactory (F)</td>
<td>2.8</td>
<td>5.5</td>
<td>11</td>
<td>55</td>
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<tr>
<td>Unacceptable (F-)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Guidelines for MIME Sr. Project Oral Progress Reports

Report purpose

Senior Project progress reports serve a number of purposes, including:

• Eliciting verbal feedback from your instructor and peers.
• Allowing the instructor to evaluate (grade) the team’s / student’s progress.
• Providing a project update for your faculty advisor and sponsor mentor. **Note:** Because your slides will be emailed to these individuals, the slides must be able to stand alone in conveying the report information. (So, for example, be sure to including supporting text bulleted list items.)
• Generating discussion with other teams. You will be giving your presentation to a subset of the class. Use your peers’ feedback and questions to help you complete your project.

Slide preparation instructions

• Use the bold headings in the CONTENT section of the rubric as the slide titles (e.g. your first slide should be titled “Project Description”)
• For each slide, include all information specified for that slide in the CONTENT section of the rubric.
  **Note:** The use of more than one slide for any topic will result in a deduction of 10 pts. per extra slide
• Each slide should include a footer with the presenter’s name, date, and project name & number.
• Bring your presentation to class on a USB flash drive (or other method that will allow for quick loading onto the classroom computer).

Presentation attendance requirements

• All team members must attend their team’s presentation (not just the team member who is delivering the presentation).
• Moreover, students must attend all presentations delivered in the same time slot as their own team’s presentation.