We are looking forward to your midterm presentation! This handout provides information regarding the content, grading, and logistics for your presentation.

Logistics
1. Everyone needs to attend at least four presentations (including your own). You do not have to attend the other presentations as a group. We will have a signup sheet for each presentation.
2. Please invite your faculty mentor to your presentation. They do not have to come, but it would be great if they did.
3. Please do not invite your client. This presentation is for the teaching team and your mentor. Your goal is to communicate your progress. You should schedule a separate midterm presentation with them, either in person of by phone.
4. You do not have to dress up for this presentation. You can wear what you normally wear to class.
5. Everyone needs to present some portion of your presentation. However, please manage the handoffs well.
6. We will meet in 233 (for morning presentations) and Z340A (for afternoon presentations) during your regular meeting time. You may use the computer projector. Please bring your presentation and any supporting materials on a USB drive; we don’t want to logon and off the system between each presentation.

Schedule
You will have 30 minutes for your presentation: 20 minutes for the presentation and 10 minutes for questions, which will be held until the end.

<table>
<thead>
<tr>
<th>Title</th>
<th>Company</th>
<th>Team</th>
<th>Time</th>
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<tbody>
<tr>
<td>Kitting Building Process Improvement</td>
<td>Dell</td>
<td>10</td>
<td>8:00</td>
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<tr>
<td>PIC Production Flow Improvement</td>
<td>PI Components</td>
<td>7</td>
<td>8:30</td>
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<tr>
<td>Exception Package Operating Plan Redesign</td>
<td>UPS</td>
<td>5</td>
<td>9:00</td>
</tr>
<tr>
<td>Product Design Assessments for Assembly, Ergonomics and Transportability</td>
<td>ATMI</td>
<td>1</td>
<td>9:30</td>
</tr>
<tr>
<td>Premier Helpdesk Process Documentation</td>
<td>Dell 2</td>
<td>6</td>
<td>10:00</td>
</tr>
<tr>
<td>Crankshaft manufacturing feasibility study</td>
<td>Cameron</td>
<td>8</td>
<td>10:30</td>
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<tr>
<td>Cameron Drilling Employee Pay Structure</td>
<td>Cameron</td>
<td>9</td>
<td>11:00</td>
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<tr>
<td>Lean Line Flow Analysis</td>
<td>Thermofisher</td>
<td>2</td>
<td>4:00</td>
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<tr>
<td>Porcurement Decision Tool for Proppant</td>
<td>Halliburton</td>
<td>3</td>
<td>4:30</td>
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<tr>
<td>LM Core Module Accumulation Kitting &amp; Accumulation Area Layout Optimization</td>
<td>GE Infra, Energy</td>
<td>4</td>
<td>5:00</td>
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Presentation Focus
The midterm presentation is your chance to update the teaching team regarding your progress. We would like to understand the following:

- Remind us of the problem you are working on and your deliverables.
- Show us how you are making progress on your deliverables.
- Detail your plan to successfully complete the project.

Helpful Hints

- We would like to see your timeline and understand the progress you are making. However, do not include a timeline that cannot be read because the font is too small.
- Do not stand in the corner of the room to present. Be upfront with lots of energy and enthusiasm.
- Don’t try to cover too much material. However, you should have backups in case you get a technical question.
- Look at the example presentation on the website. I thought this presentation was great!

Grade Breakdown

The next two pages detail how we will grade your presentations.
INEN 459
Spring 2008, Mid-Term-Presentation Evaluations

Group______________________

Substance (50)

_____ (5) Organization: good organization of the presentation. (i.e. introduction toward conclusion).

Project statement: show understanding of the project

_____ (15) Project overview and problem identification: give the overview to your project; be able to identify the problems associated with the project; clearly explain what the problems are.

_____ (10) Approach: clearly present ideas and what you plan to do to approach the problems.

_____ (5) Goals: clearly present what the goals are.

_____ (5) Preliminary results: show good (reasonable) progress

_____ (5) Task remaining: clearly describe what left to be done toward the end of semester; know what tasks to be done in order to finish the project

_____ (5) Response to question, be able to answer questions that may be asked

Note that the presentation does not have to be strictly organized in the sequence as given above. This can vary depending on how each group see it best suit your project. However, it should cover all the requirements.

Note:_______________________________________________________________________________
____________________________________________________________________________________

Presentation Style (25)

_____ (10) Time management (20 minutes)

_____ (5) Transition of speakers, topics, and pages.

_____ (10) Speakers ability to present: e.g. being clear, good body language, etc.

Visual Aid (25)

_____ (10) Visibility: fonts: not too small, image is reasonably sized, colors, etc.

_____ (10) Slides: good preparation, slides contains a good balance between pertinent information and conciseness, good slides do not contain too much information.

_____ (5) Style: taking effort to make slides look good.

Note:_______________________________________________________________________________
____________________________________________________________________________________

9/29/2008

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