**COMP492 Assignment CP: Checkpoint presentation**

The objective of the checkpoint presentation (CP) assignment is to give a presentation explaining to our class the progress on your capstone project this semester. Each team will give one presentation.

Your presentation should be about 10-20 minutes in length, and there will be about 3 minutes of questions from the audience afterwards. Teams of only one or two people can aim for a presentation of about 10 minutes in length. Larger teams can use up to 20 minutes. Please do not exceed 20 minutes.

You must submit your slides, in any reasonable format, to Moodle before the start of the class in which you are delivering your presentation.

To achieve an excellent grade, your presentation should excel on the following aspects. It should:

* meet the target length of 10-20 minutes;
* clearly explain the main goals that your team has been aiming for;
* clearly explain the progress your team has made on these goals;
* clearly explain any significant challenges your team has encountered;
* use clear and engaging visual materials (slides and/or whiteboard);
* employ large fonts that are very easy for the audience to read and use only a small number of words on every slide so that every word can be read by the audience;
* be delivered in a clear, engaging, and fluent voice;
* be delivered without reading verbatim from notes or slides (it is a good idea to use notes—just don’t read from them word for word);
* demonstrate understanding of technical details of your project and the ability to explain these details to the audience;
* convince the audience that substantial effort has been invested in the project, equivalent to 5-8 hours of work per week by each team member.