

ORAL TEAM PROJECT PRESENTATION EVALUATION FORM

Please complete one form for each team. Score the team's performance in each of the following categories on a 0 to 10 scale, **10 = STRONG AGREEMENT**, **0 = STRONG DISAGREEMENT**, and **5 = NEUTRAL**. Please complete and **RETURN THESE FORMS TO THE TEAM ADVISOR** no more than three (3) working days after the presentations. Thank you.

Team Members: _____

Project Title or Topic: _____

Advisor: _____

1. The team members clearly and appropriately introduced themselves or each other.
Score: _____
2. The project title or topic was clearly and understandably stated.
Score: _____
3. Had this presentation been for a group of engineering and management professions in an industrial setting, the team members would have been appropriately dressed and groomed.
Score: _____
4. The need that this project is to satisfy was clearly stated.
Score: _____
5. The original quantitative specifications for the project were clearly presented and reviewed in detail.
Score: _____
6. The presentation clearly illustrated that quantitative performance measurements were taken on the finished project and a discussion of those measurements was given.
Score: _____
7. The presentation contained a clear and meaningful discussion and comparison between the completed project's measured performance and the original specifications.
Score: _____
8. The presentation clearly indicated which of the original specifications were met and which were not.
Score: _____

9. All of the teams members demonstrated public speaking technique (eye contact, body language, audience facing, sound level, etc.) that were developed to a level consistent with what might be expected of college seniors.
Score: _____
10. Visual and/or audio aids were well prepared, planned, organized and significantly enhanced the presentation.
Score: _____
11. The team brought the physical hardware of their finished (or near finished) project to the presentation and identified, described and discussed the various parts, control and other remarkable features of this hardware to an extent which gave reasonable assurance that hardware had actually been built, operated and tested and that its performance clearly substantiated the claims made in the oral presentation.
Score: _____
12. The team clearly stated an estimate of the proportion of the project that they had completed as based on the goals that were stated in their class project proposal.
Score: _____
13. The presentation was neither too long nor too short for the allotted 25 minute time interval.
Score: _____
14. The presentation was well planned, organized and executed.
Score: _____
15. Aside from satisfying the course requirements, the results of this project should have genuine utility.
Score: _____
16. Should the situation arise that student groups from each of the engineering colleges in the state of Michigan were to present their senior projects to a representative of engineers and managers from industry, you would enthusiastically recommend that this group and its project be chosen to represent the department (i.e., Electrical & Computer Engineering) at such an event?
Score: _____

