Mohammed gave us some very good notes on the presentation format for the county groups.

**General Theme:**  
-The general theme of the presentations should be this:   
"Imagine you are presenting to a group of investors who have NO technical background at all.  Your job is to convince them

   -Why your project is necessary / relevant,

   -What issues you are trying to fix / improve,

   -Why your solution will help to improve day to day operations for the county department sponsoring your project,

   -Why the investors should care about your project"

**Target Audience:**  
-The audience will be liaisons and other interested parties from the various county departments.  Hilda Solis has also been invited.  She was the County Supervisor who really supported the county sponsoring our Senior Design program.

**Things to Include in Presentation:**

-Include statistics related to your project that would help to show why your project is necessary  
   -Example: My group is doing the Parks and Rec AI chat bot for the Parks and Rec website.  We have statistics on how many people use the website, make requests for Park resources and so on.

-If you are continuing or updating an existing County software, DO NOT suggest in any way that the previous system is bad as you may offend someone in the audience.  Say positive things and then go on to say how you can further improve / update the software.

**Presentation Format:**

-Very light on the technical jargon.  
  
-Presentations MUST be a strict 10-12 minutes.

  -There will be  a Q&A after every presentation.

-Presentations should be no more than 5-8 slides if the presentation is very text heavy.  You can go as many as 10 slides if it is more info-graphics (very light on text).  
  
-First speaker introduces the team QUICKLY.

   -Only introduce the students, do not introduce liaisons or advisors.

-Last Speaker does the conclusion.

   -Conclusion can acknowledge County Department and liaison and also include a mention about how the project has enabled the students to learn and adapt new technologies to the County Government's business needs.  This project relates schoolwork to skills they will use in the workforce.

-NO awkward transitions, don't introduce the next person to speak, don't introduce yourself before you start speaking.  
   -DON'T DO THIS:  
      Previous Person: "And Jim will talk about the technologies used."  
      Next Person: "Hi I am Jim, and I will be talking about the technologies used."  
   -Mohammed would like seamless transitions between students, the presentation should feel as if one person is giving the entire presentation.  
  
-Each person should speak only once.  
   -If a group has 4 people then the speakers should be A, B, C, D  
   -DO NOT transition multiple times between the same people  
      -i.e. A, B, C, B, A, C, D is BAD.