



Guidelines for Capstone Competition and Preparation

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To: vincegharris@gmail.com, dimarzio@ece.neu.edu

Cc: shafai@ece.neu.edu

My Dear Capstone Colleagues,

Please forward the following message to your capstone team leaders.

It is important that you do not alter the content and do not deviate from this guideline. Otherwise, the teams will get confused when they communicate.

Also, please collect the abstracts of the projects (only one page in word document

without picture as in the attached sample file) from your teams no later than November 30. I need to send them to the judges on December 3 at the latest.

It is easier if you collect all abstracts at once and send all of them to me on

Sunday December 2 afternoon before 6:00 PM. Please use the file name with your name such as, Chuck Capstone Team 1, Vince Capstone Team 1, etc.

NOTE: a sample abstract file is attached for students to prepare their own abstracts based on it. Make sure that they get the attachment.

Thanks,

Bahram

Dear Capstone Team Leaders,

PLEASE READ THE FOLLOWING PARAGRAPHS VERY CAREFULLY

I am sending this email to the leader of each team. Please pass the information to the rest of your team members. Also, attached is a sample file for abstract page (see point 2 below).

1. The capstone competition will be held on Friday, December 7, 2018 from 8:30 AM until 4:30 PM in Curry Student Center Ballroom with lunch served from 12:30 until 2:00. You should be there at 7:30 AM to set-up your capstone project. Ed will assist you to bring your designed system along with other necessary equipment to Ballroom. You can also prepare a poster of your project if you wish. The program will start at 8:45 and the first team will present at 9:00 AM. Each team has about 20 minutes time for the entire presentation including Q&A. You will be interrupted if you go beyond your allotted time slot. You

should spend 10-12 minutes for your powerpoint presentation and the rest should be used for your demo and Q&A. All members of each team should participate in the oral presentation. I will inform ECE faculty that you should be released from any responsibility and classes on December 7.

IMPORTANT NOTE: Since December 7 is the start of the final exams, please contact me by phone (617)721-4805 on Thursday November 29 in case your team has conflict with the final exam.

2. I need to have an abstract of your project (one page with font size 12) from the team leaders. Make sure that you do not reduce the font and do not exceed one page limit. Please email a soft copy of your abstract in Word Document (No pdf file) to your ADVISOR no later than November 30 before Midnight. The abstract page should include the title of the project, the names of the team members and your advisor(s) followed by the project abstract. Please do not incorporate any figure or picture in the abstract. I attached a sample abstract page to this guideline. I asked your advisor to send it to you. Regarding the preparation of your powerpoint presentation, you should consult with your advisor. For example, you should prepare your powerpoint presentation before the competition and make it ready on a flash drive, or the hard drive in your laptop. You should arrange dry-run and present it to your advisor.

3. Your project should be complete and functioning in order to participate in the competition. Inform your advisor, no later than November 30, if you are unable to complete your project for the competition. In this case, you will present the outcome of your project few days later (Tentatively on December 12) to your advisor and other capstone advisors in the capstone lab. The time will be announced on December 7.

4. All capstone students should attend the capstone design competition and are invited for lunch.

5. All capstone teams should finalize the purchasing of their equipment with Crystal before December 7. I know that you have done this during the semester. However, if there are issues related to your purchasing, please resolve it with her.

6. The final report must be submitted no later than December 12 to your advisor. Please consult with him when you prepare your report. It should look like your proposal except the fact that you are also reporting the final design steps and its implementation. A sample of a previous final report can be requested from your advisor. It should contain the following items: 1. Cover page with title, the team names, advisor name, etc. 2. Introduction, 3. Problem Formulation, 4. Analysis, 5. Design, 6. Parts and Implementation, 7. Cost Analysis, 8. Conclusion, 9. References. Note that your report should incorporate graphs and pictures of the items and subsystems used in your design

and include a picture of your final project. A flash drive containing a soft copy of your report, powerpoint presentation, and a demo (video clip) of your project should also accompany your final hard copy report. Please make an extra copy in a flash drive for the director of ECE Capstone Program, Professor Bahram Shafai, and deliver it to him.

7. I prepared the following list of judging criteria which will be used by the judges to evaluate your project. I suggest that you also follow them carefully and integrate them into your presentation on December 7. Your project for final presentation will be judged based on the following criteria:

1) Definition of a design problem

- Description of the design
- Clarity of the presentation
- Degree of difficulty

2) Conceptualization of a solution

- Means to achieve the design goal
- Innovation and creativity
- Feasibility of the solution

3) Implementation of the solution

- Analysis and simulation results
- Hardware and/or Software construction
- Realization difficulty
- Functionality of the systems
- Cost effectiveness
- Report and presentation

Please let me know, if you have additional questions. Just a final word to share with you: On December 7 between 4:00 to 4:30 PM, you should stay next to your benches for taking pictures. A photographer will be there to do this.

Best Regards,

Bahram Shafai
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