To: Capstone Design Groups  
From: Professor Shafai  
Subject: Important Guidelines for Final Stage of Capstone

PLEASE READ THE FOLLOWING PARAGRAPHS VERY CAREFULLY

I am sending this email to the leader of each group. Please pass the information to the rest of the group members.

1. The capstone competition will be held on Thursday, April 16, 2015 at 8:30 AM in McLeod Suites located in Curry Student Center. You should be there at 7:30 AM to set-up your equipment. You can also prepare a poster of your project if you wish. The program will start at 8:30 and the first group will present at 9:00 AM. Each group has about 20 minutes time for the entire presentation. You should spend 10-12 minutes for your powerpoint presentation and the rest should be used for your demo. All members of each group should participate in the oral presentation. I informed ECE faculty that you should be released from any responsibility and classes on April 16.

2. I need to have an abstract of your project (one page with font size 12) from the group 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 April 12 before Midnight. The abstract page should include the title of the project, the names of the group members and your advisor(s) followed by the project summary. Please do not incorporate any figure or picture in the abstract. 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 disc, flash drive or the hard drive in your laptop. You should arrange dry-run and present it for your advisor.

3. Inform your advisor no later than April 12, 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 Thursday April 23) to your advisor and other capstone advisors in the capstone lab. The time will be announced on April 16 or April 17.

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

5. All capstone groups should prepare the ORIGINAL RECEIPTS of the purchased equipments no later than April 24. Please make a summary of your purchased items on a regular paper along with the group names, title of your project, and your advisor name. You should specify the name of only one group member with address, email and phone number for the purpose of reimbursement. If there is a second purchaser within a group, he or she should
follow the same process. The University will send the check to the specified student requesting the reimbursement. In addition, make two copies: you should submit a copy with the original receipts to Maria Losurdo (ECE Staff 4th floor of Dana Building) and keep the extra copy for yourself. I will send a separate email to give you the instructions of how to submit your receipt to Maria. Note that the tax on the purchased items will not be reimbursed.

6. The final report must be submitted no later than April 24 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 group 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 you should incorporate graphs and pictures of the items and subsystems used in your design in your report and include a picture of your final project. A disc or a memory stick 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 of the disc or memory stick for the director of ECE Capstone Program, Professor Bahram Shafai.

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 April 16.

Your project for final presentation will be judged based on the following points:

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 April 16 between 4 to 5 PM, you should stay next to your benches in the McLeod Suites for taking pictures. A photographer will be there to do this.

Good Luck,

Bahram Shafai

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