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

PLEASE READ THE FOLLOWING PARAGRAPHS VERY CAREFULLY

1. The capstone competition will be held on Friday, December 2, 2016 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 equipment. 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. You will be interrupted if you go beyond your allotted time slot. You should spend 10-15 minutes for your powerpoint presentation and the rest should be used for your demo. All members of each team should participate in the oral presentation. I informed ECE faculty that you should be released from any responsibility and classes on this day.

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 28 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. 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 28, if you are unable to complete your project for the competition. In this case, you will present the outcome of our project few days later (Tentatively Thursday December 8) to your
advisor and other capstone advisors in the capstone lab. The time will be announced on December 2.

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

5. All capstone teams should prepare the ORIGINAL RECEIPTS of the purchased equipment no later than December 8. Please make a summary of your purchased items on a regular paper along with the team names, title of your project, and your advisor name. You should specify the name of only one team member with address, email and phone number for the purpose of reimbursement. If there is a second purchaser within a team, 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 Lusordo or Linda DiSilva (ECE Staff 4th floor of Dana Building) and keep the extra copy for yourself. There is a reimbursement form that should be filled out and submitted with your receipts. This form can be obtained from ECE website (also from Maria or your advisor). Please show everything to Maria or Linda to make sure that everything is OK. Note that the tax on the purchased items will not be reimbursed. You can ask Maria if you need the tax exempt form.

6. The final report must be submitted no later than December 15 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 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 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 of the disc or flash drive for the director of ECE Capstone Program, Professor Bahram Shafai.

7. I prepared the following list of judging criterions 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 2.
Your project for final presentation will be judged based on the following criterions:

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 2 (after presentations) between 4:00-5:00, you should stay next to your benches for taking pictures. A photographer will be there to do this.

Good Luck,

Bahram Shafai

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