

Reflection and reviewing for final presentations

Lecture 12



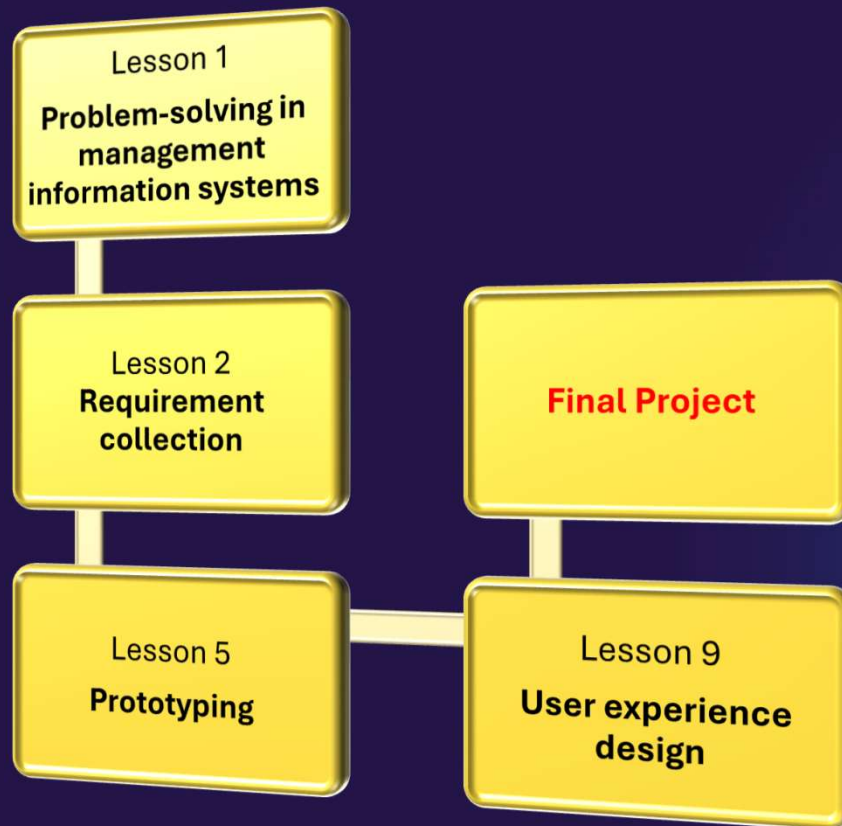
Lesson Objectives

- ❖ **Objective 1:** Reflect on personal and team achievements during the capstone project.
- ❖ **Objective 2:** Evaluate challenges and lessons learned.
- ❖ **Objective 3:** Prepare and review for impactful final presentations.



Capstone Project I

Recap of Previous Lessons



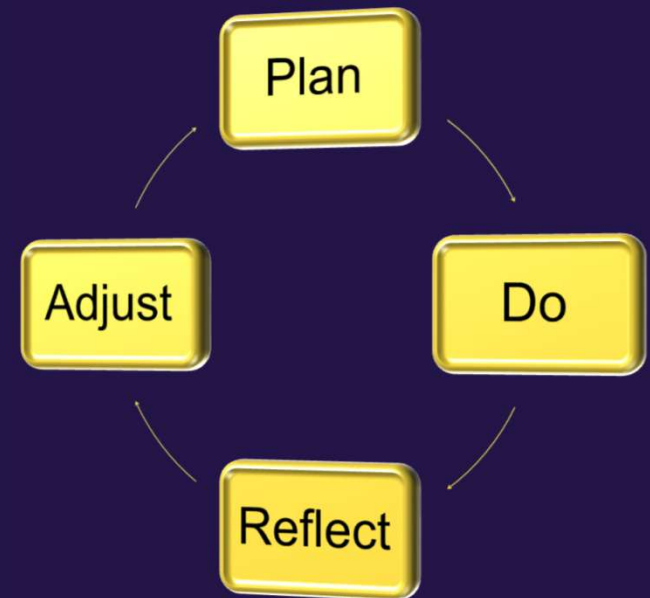
Journey through the Capstone Project



Capstone Project I

Importance of Reflection

- ❖ Why is reflection critical in learning ?
 - Consolidates learning
 - Builds critical thinking for future projects
 - Identifies transferable skills (e.g., teamwork, technical skills)
- ❖ Examples of reflection improving performance in professional contexts
 - Real-world project: Tech Startup
 - Academic project: User Experience Design

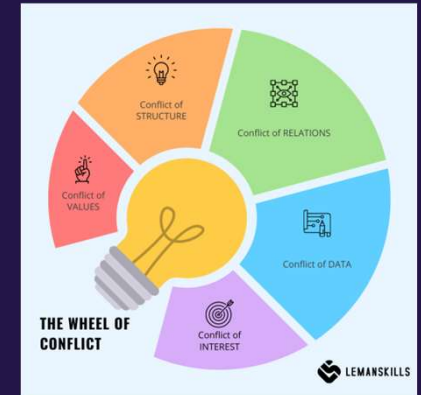


Structuring Reflection

- ❖ Framework for effective reflection
 - *What went well ?* (e.g., meeting deadlines)
 - *What didn't go as planned ?* (e.g., challenges in teamwork)
 - *What could be improved next time ?* (e.g., better task distribution)
 - *Lessons for future projects ?*
- ❖ **Example:**
 - ❖ Reflecting on user feedback during the prototype phase led to major UX improvements

Common challenges encountered in Projects

- ❖ Team dynamics
 - conflict, unequal contribution,...
- ❖ Technical issues
 - database errors, software bugs,...
- ❖ Time management
 - balancing multiple tasks,..



Strategies for overcoming challenges in Projects

- ❖ Define clear team roles and responsibilities
- ❖ Use Agile methods for iterative improvement
- ❖ Communicate regularly with stakeholders to manage expectation

❑ Examples:

- A team struggled with version control, but adopting Git improved collaboration
- A team get troubles in work management, but using Agile improved workflow



Capstone Project I

Lesson Learned

- ❖ Top 3 lessons from the capstone journey
 - Collaboration enhances project success
 - Iterative prototyping leads to better outcomes
 - Communication with stakeholders ensures alignment with goals
 - ❖ Tie lessons to learning outcomes and future application in professional settings
- **Example**
- A team improved their final solution after frequent client feedback

Reviewing the Final Presentation

❑ What makes a strong presentation ?

- Logical structure: Introduction, key findings, conclusion
- Visual clarity: Use graphs, charts and images
- Strong articulation of project value
- Checklist for preparing impactful presentations: rehearse timing, test equipment



Capstone Project I

Reviewing the Final Presentation

❑ Engaging the Audience

- Begin with a story or problem statement
- Include live demonstration of your project
- Prepare a compelling conclusion with a call to action

DO'S & DON'TS	
 FACILITATE LEARNING Invite the audience to discuss meeting topics. This opens up the conversation, giving attendees the opportunity to share ideas and broaden their perspective.	 LECTURE This creates a one-sided conversation with your audience. Lectures are dry, disengaging and will cause your audience to tune you out.
ENTERTAIN Keep attendee's energy high with a fun and exciting activity. Try incorporating games to promote communication skills, team building, critical thinking, and problem solving!	SPAM YOUR AUDIENCE Don't overwhelm your audience with an overload of information. This will cause your listeners to become easily fatigued and burnt out.
BREAK UP TOPICS Breaking up topics and restructuring your traditional presentation prevents a stale meeting. This keeps your listeners awake and focused on what is happening.	BE SINGLED MINDED Focusing on one topic for long periods of time makes the information repetitive and uninteresting. Break up topics to keep you and your listeners attentive.
ENGAGE THE AUDIENCE It is proven that active participation improves learning because the mind is staying stimulated. Get your audience involved by bringing them into the conversation with a variety of activities!	LACK PARTICIPATION By lacking participation your audience becomes restless. This also causes disinterest because you're missing a great opportunity to get your listeners involved with the material.
GET FEEDBACK Polling is a great way to build communication, receive feedback and understand them better. Their responses will give you valuable and relevant information that will help you!	FORGET QUESTIONS Prepare thought provoking questions! This will stimulate listeners minds and create strong connections to the concepts being discussed.

Reviewing the Final Presentation

□ Body Language and Presence

➤ Confidence and enthusiasm build audience trust and engagement

➤ Tips for Content Delivery

○ **Posture:** Stand tall, feet shoulder-width apart

○ **Gestures:** Use open, purposeful gestures; avoid fidgeting or crossed arms

○ **Eye Contact:** Look at different sections of the audience (2-3 seconds each)

○ **Facial Expressions:** Smile naturally, match expressions to the topic

➤ Voice and Tone

○ Speak clearly and loudly enough for the room

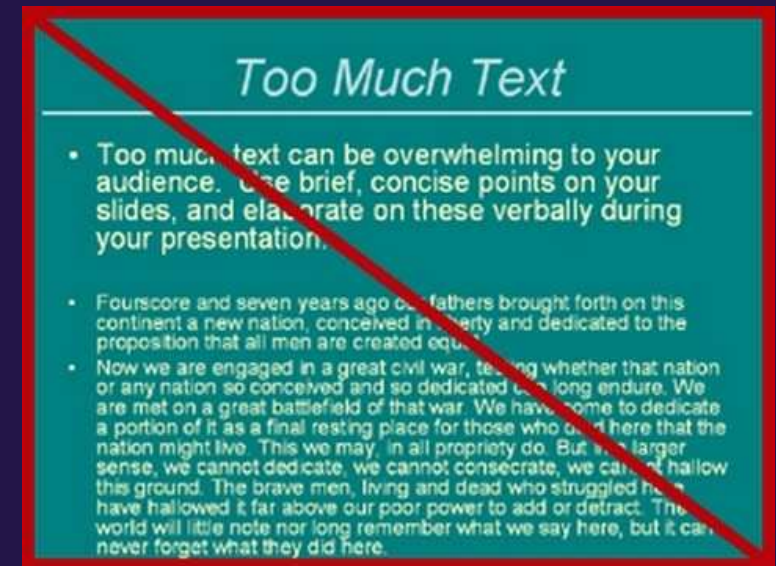
○ Vary pitch and pace to maintain interest

○ Pause briefly for emphasis or transitions

Reviewing the Final Presentation

❑ Common Mistakes to Avoid

- Overloading slides with text
- Poor pacing or running out of time
- Ignoring audience engagement during Q&A



Reconnecting with Module Objectives

- ❖ How the final presentation reflects mastery of learning outcomes ?
 - *LO6: Evaluate solution viability*
 - *LO8: Demonstrate teamwork effectiveness*
 - *LO10: Possess effective learning and self-learning skills*
- ❖ Highlight connections to professional skills
- ❖ This is how you've met your learning outcomes



Capstone Project I

Examples of Successful Presentations

- ❖ **Example 1:** A team project on supply chain management
 - **Strength:** Demonstrated business value clearly
- ❖ **Example 2:** A student project on CRM system
 - **Strength:** Excellent user experience demonstration



Capstone Project I

Mock Q&A: Preparing for Common Questions (1)

- ❖ Q: What challenges did your team face, and how did you overcome them?
- ❖ A: One major challenge was managing differing team schedules. We resolved this by adopting a shared project management tool, which ensured better communication and task tracking.



Capstone Project I

Mock Q&A: Preparing for Common Questions (2)

- ❖ Q: How did user feedback shape your prototype?
- ❖ A: User feedback revealed that navigation was unclear in the first version. We redesigned the interface, adding clear labels and improving the layout, which increased usability scores by 30%



Capstone Project I

Mock Q&A: Preparing for Common Questions (3)

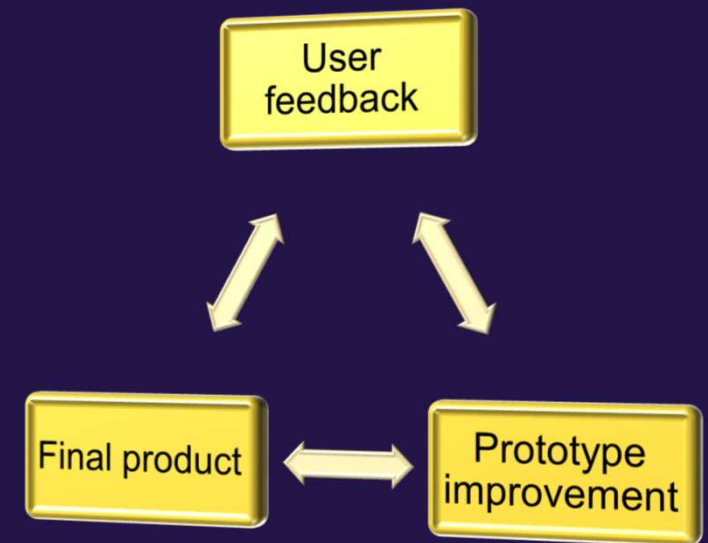
- ❖ Q: What future improvements would you suggest?
- ❖ A: We recommend integrating AI-driven analytics to provide deeper insights into user behavior, which can enhance decision-making.



Capstone Project I

Feedback and Iteration

- ❖ Importance of feedback
 - Improve content clarity
 - Identifies potential audience questions
- ❖ Iterative refinement
 - Review and revise multiple times
 - Example: How a team improved by integrating client feedback ?



Best Practices for Teamwork Success

❖ Conflict Resolution

- Listen actively
- Focus on issues, not individuals
- Document resolutions

❖ Role Clarity

- Define roles early
- Match roles to skills
- Regular check-ins

❖ Task Distribution

- Use project management tools
- Set clear deadlines
- Monitor workload balance



Capstone Project I

Final Checklist

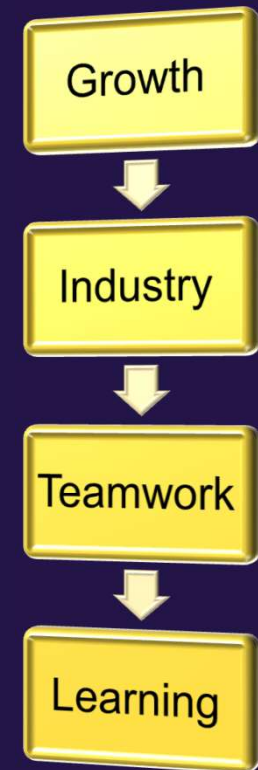
- ❖ Technical Preparation
 - Ensure slides are polished
 - Test all tech equipment in advanced
- ❖ Personal Preparation
 - Practice delivery
 - Manage stress and build confidence



Capstone Project I

Vision for the Future

- ❖ Professional Growth
 - Manage projects, solve problems and refine through reflection
 - ❖ Industry Applications
 - Develop scalable ICT solutions (CRM, HRM, SCM)
 - Design user-focused systems for real-world challenges
 - ❖ Teamwork & Communication
 - Collaborate effectively and deliver impactful presentations
 - ❖ Lifelong Learning
 - Adapt to new technologies like AI, blockchain, cloud computing
- ❑ *“Your capstone journey is the first step toward shaping the future”*





THANK YOU