**Team Project Presentation and Lessons Learned**

There will be two activities on Tuesday, February 1

* The Exam
* Your team presentations that include a slide or two about Lessons Learned

For your team presentation, I’d like all members of the team to speak. I expect the presentations to be about 10 minutes each. You can prepare PowerPoint slides with photos, a description of your project, the purpose, who the end-users will be, and idealistic photos if you want. If you’ve prepared budget or schedule documents for it, we’d all love to see them.

What I’ll be looking out for is how competent you are about the content you present and how you come across as a presenter (posture, presence, speaking style).

The lessons learned would usually be a memo that would be filed with the project for future reference. See pages 197-199 in your text for more description. The Lessons Learned Document should include:

* + Things that were done well
  + Things that should have been done differently or should be done differently on future projects
  + How you would change your process to be able to meet goals on future projects.

Everybody else please pay attention carefully and ask the presenting team questions actively after every presentation!