

Project Demo Checklist

By Campbell Rodriguez

- ☐ Initial Setup
 - ☐ Check equipment setup
- ☐ Things to remember before creating PPT
 - ☐ Team presence
 - ☐ Be clear about audience
 - ☐ Include a content page
 - ☐ Explain slides
 - ☐ Include a conclusions page
 - ☐ Reserve time for QA session
- ☐ General guidelines
 - ☐ Practice before presentation
 - ☐ No more than 5 points per slide
 - ☐ 1 line per point