

# 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