Assembly Review: 6 FAQs answered by the Communication Instructors

The CIs shared the 6 most frequently asked questions (FAQs) about the Assembly Review presentation along with their responses below.

1. How much time do we have to present?
Your team has 10 minutes on stage, which will inevitably be a mix of presented material and interactive discussion. There is no designated breakdown for how you spend the time.

2. What are we presenting?
Thinking about past Assembly Reviews, you might want to prepare ~4 minutes worth of information to present (e.g. CAD, storyboards of the user experience and product life-cycle, alternative design iterations, a product contract), but plan to be interrupted as the audience jumps in and asks questions. Most likely your slides will not be shown in order, since you'll have to bounce around the deck to supplement your answers to the audience's questions. Folks will want to see what you're talking about, so put the information that you have at this point into a slide deck. If the deck is huge, we suggest printing a table of contents for the presenters to reference so they can quickly skip to specific slides during the Q&A. Also, if you plan to project the product contract on the side screens you'll need to bring a second laptop.

3. Can we update our designs after the electronic submission of our slides?
You will be presenting from your own laptop(s), so you can make changes almost up to the last minute. But make sure that your presentation laptop battery is sufficiently charged, the screensaver is turned off (you don't want the screen to disappear during your presentation), notifications are turned off, and that all connections work. And it's always good to have a backup laptop.

4. How many team members should present?
Any number of students on the team can lead the presentation/Q&A. Typically, we've seen anywhere from 1-4 students on stage ready to answer questions. Of course, this is a great opportunity for teammates who have not yet presented, particularly since this milestone is less formal (i.e. more of a moderated Q&A).

5. How should we respond to questions?
Answer all questions as honestly as you can. This includes saying "I don't know" if you don't know the answer. If you don't understand someone's question or if you're curious about why the audience member asked a particular question, feel free to ask follow-up questions. As always, try not to take any of the critical questions/suggestions/comments posed by the audience as personal attacks. Everyone is there to help you. The questions might come rapidly, and it'd be great for a team member to take notes during the review.

6. Can we ask the audience questions?
Yes! In addition to taking questions, you can proactively pose questions and share your challenges with the audience. The entire class and instructors will be in attendance, and we recommend taking advantage of this wonderful opportunity for help.