

## CDSS 94 (UC Berkeley): Posttraining Final Project Checkpoint C

Instructors: Karina Nguyen & Kevin Miao • Spring 2026

**Checkpoint:** Final Project Checkpoint (C)

**Due on Gradescope:** Monday, April 6, 2026 at 4:59pm

**Theme:** Communicating Technical Design/Ideas

### Deliverables

1. **Memo:** Approximately 500 words, prose only (no bullets), written for a smart non-technical executive audience.
2. **Pitch deck:** 5 slides with a clear narrative arc that helps a non-technical audience feel the problem and understand the solution.
3. **Demo day logistics form:** Complete the required form: <https://forms.gle/BNkUVWPzKZwHPquS7>.

### Goal of this checkpoint (Project 1C)

This checkpoint is about **communication quality**: you will present the same technical idea in two complementary formats. The memo captures your core thinking in clear prose, while the deck tells a compelling visual story.

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**Note.** The two deliverables are intentionally different. The memo is the reasoning; the deck is the narrative. The memo should earn the deck.

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### Required content

You do **not** need to use a rigid section structure, but your submission must satisfy each item below.

1. **Memo requirements (about 500 words, prose only).** Write clearly, honestly, and directly for a smart non-technical executive. Explain what you built, how it works at a high level, and what it cannot do yet. Avoid bullet lists in the memo body.

Your memo should cover, in prose, the following core elements: the user problem and stakes, your solution and why this approach, what is implemented today, evidence that it works (or does not yet), key limitations and risks, and the most important next step.

**Suggested memo flow:** opening context and problem, solution overview, current capability, limitations/tradeoffs, and immediate next milestone. This is guidance, not a rigid heading requirement.

2. **Pitch deck requirements (5 slides, narrative arc).** Build a visual companion to the memo. This is not a technical report and not a business pitch. Use the slides to make a non-technical audience feel the problem, understand your solution, and see why the approach matters.

The exercise is communication under constraint: use the **fewest words possible** while preserving clarity, cohesion, and narrative flow. Prioritize strong visuals, plain language, and one core idea per slide.

**Suggested slide arc (5 slides):** problem reality, why current approaches fail, your solution in one picture, what works and what does not yet, and what success looks like next.

3. **Audience consistency.** Use the same target audience for both deliverables: a smart, non-technical executive reader or technical person with minimal knowledge about the AI domain/applications your project intersects with.
4. **Complementarity of deliverables.** Ensure the memo and deck reinforce each other: the memo should carry the technical truth and tradeoffs, while the deck should carry the story and intuition.