**Memorandum of Understanding**

This documents states that the **NAME OF CLIENT** is selected by our group as our client for Capstone Project 1 and continued up to our Capstone Project 2. This 2-term initiative is to develop the “**THESIS TITLE**” to assist the client in its protocols regarding student organization management and events management.

1. **Purpose of the Agreement**

This Memorandum of Agreement (MOA) sets out the terms by which our Capstone Project Group and **Name of Client** will work together to develop a **Type of System (Mobile, Desktop, Web Application)** and implement in the latter part.

This agreement will remain in effect from the 1st Semester of SY. 2018-2019 to 2nd Semester of SY. 2019-2019. **Name of Client Representative** or **Name of Client Representative** will be the key contact for **Name of Client** in this project. **Student Representative** will be the key contact for the Capstone Project Group in this project.

Through this agreement, the **Name of Client** agrees to provide the Capstone Project Group with on-going technical assistance especially with data gathering.

1. **Roles and Responsibilities**

***Responsibilities of the Name of Client***

*Technical Assistance*

1. **Name of Client** will provide technical assistance every Weekdays via office visit. Topics will include: **Scope of the study**
2. **Name of Client** will provide a list of recommended outputs for the aforementioned system.

*Data Gathering*

1. Provide information when needed regarding the daily protocols of **Name of Client** via office visit.

*Evaluation*

1. **Name of Client** Center will help the Capstone Project Group to conduct system assessments at the beginning of the program, during the development of the program, at the completion of the program, and a month following program completion.

***Responsibilities of the Capstone Project Group***

In return for the above, Capstone Project Group agrees to develop and implement the Veterinary Information System for **Name of Client**. Specifically, the Capstone Project Group agrees to:

1. Agree to office visits and assistance from **Name of Client** as much as needed…
2. Only request information relevant to the study.
3. Develop a system that meets the terms of recommended outputs listed by the client.
4. Develop a system that resolves the complications in organizing the customer’s records and inventory of products with point of sales.
5. Participate in system assessments and meetings with **Name of Client**.
6. Provide technical assistance to **Name of Client** after project completion.
7. Ensures that the system will be implemented and used after acceptance testing.
8. **Duration of the Agreement**

This agreement will be in effect from the 1st Semester of SY. 2018-2019 to 2nd Semester of SY. 2019-2019 and may be updated at any time through written agreement of each partner. Either party can revise the agreement with 15 days written notice.

1. **Signatures of Parties’ Principals**

If the terms of this Memorandum of Agreement are acceptable, please sign and date both copies of this agreement letter. Keep one copy for your records and return the other to the Capstone Project Group.

Signed by:

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**Name of Client Representative**

**Client Name**

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**Prof. Ezekiel R. Borja**

**Capstone Project 1 Instructor**

**City of Malabon University – College of Engineering and Technology**

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**Name of Group Representative**

**Representative**