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| **Subject:** | Welcome to the 2025-26 CS Capstone! |
| **Date:** | Friday, October 3, 2025 at 2:09:41 PM Pacific Daylight Time |
| **From:** | Ulbrich, Alexander |
| **CC:** | Winters, Kirsten |
| **Attachments:** | image001[6].png, assignments.xlsx |

Dear project partners,

Thank you for proposing a project and supporting our students this year. Your project has been selected; your student team will reach out in the next few days to introduce themselves.

**What we ask of you**

- Be available from early October (start of Fall) through mid-June (end of Spring).
- Plan for ~1 hour per week per team to meet and answer questions.
  Provide or help identify a technical mentor in your organization (we can help if needed).
- Set clear expectations with the team about scope, evaluation criteria, and deliverables.
- Review work and test prototypes/software when requested.
- Validate the team's progress each term.

**Two short surveys this term**

- **October 27:** 2-minute check on responsiveness, professionalism, and delivery quality
- **December 1:** 5-minute comprehensive evaluation

We encourage students to achieve ambitious outcomes for the project (see the Verification and Validation facet), but you are free to set your own expectations with students.

(If you mentor multiple teams, you'll receive surveys for each.)

You can include individual feedback in the surveys. If anything comes up, contact us anytime at **cs-46x-help@oregonstate.edu**.

We've attached a sheet with this term's assignment deadlines so you can see what students are turning in and when.

**Here's a summary of the assignments students have to turn in Canvas (their learning management system):**

- **Progress Reports: Sprints 1-5** – Concise, evidence-linked updates showing planned vs. done work, a working demo/URL, key risks, and next goals to verify progress. Work proceeds in **two-week sprints**.
- **Stakeholder(s) Memo (Individual Write-Up)** – Each student documents what they heard

from you (needs, constraints, IP/licensing) to align the team.

- **Background Research Brief (Individual Write-Up)** – Students produce short evidence-backed research that informs choices affecting the project.
- **Requirements** – The team delivers a clear, testable list of what the solution must do, prioritized.
- **Team Charter and Working Agreement** – The team's playbook (roles, cadence, Definition of Done) so collaboration is predictable.
- **Walking Skeleton Prototype** – A thin end-to-end demo proving the architecture, so you can see a working path early.
- **ADR + Code Review Pack #1 (Individual Contributions)** – Individual design decisions and rigorous reviews that improve code quality.
- **Architecture and Risks (Technical Design Brief)** – A concise system design with interfaces and top risks.
- **Stakeholder Presentation (Recorded)** – A 10–12-minute update with a working demo and next actions tailored to priorities.
- **Fall Term Retrospective** – A brief narrative of what worked/what didn't and specific improvements for next term.

We appreciate your partnership and look forward to working with you.

Warm regards,

Alex Ulbrich and Kirsten Winters

CS 46X Course Instructors

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"*The purpose of a storyteller is not to tell you how to think, but to give you questions to think upon.*"
— Brandon Sanderson, The Way of Kings

📇 [Book time to meet with me](#)