

Monday, 1 July 2024

Team No: E-Cap2024\_14  
Team Name: The Capybaras

Name of Team Lead:	Benetta Cheng Jia Wen	(1006232)
Name of Member:	Dinh Thao Vy	(1006124)
Name of Member:	Leemah Bisht	(1006054)
Name of Member:	Maitri Srivastava	(1006077)
Name of Member:	Michelle Chrisalyn Djunaidi	(1006240)
Name of Member:	Tran Cong Nam Anh	(1005242)

Dear Sir/Madam,

### **SUTD ENTREPRENEURSHIP CAPSTONE PROGRAMME**

1. The SUTD Capstone Programme is a multi-discipline, senior-year design project undertaken by a group of undergraduate students involving at least 2 pillars. The integrative Capstone projects aim to give students a holistic design experience by working on real-world challenges. In addition, the Capstone Project must fulfill university learning objectives and occur from September to April, as per student academic calendar schedule 2024/2025.
2. The scope of the student project including deliverables and tasks which are mutually agreed with the Capstone Committee and SUTD Venture, Innovation & Entrepreneurship ("SUTDVIE") is set out in the Project Form sheet(s) under Annex A ("the Project"). The student team agrees that **SUTD shall have the right to terminate the Project in any of the following events:**
  - a. Breach of terms and conditions contained herein,
  - b. Misrepresentation or giving of false and misleading statements by the student team.

#### **A. Student Commitment**

3. The student team shall commit to completing the Project as set out in the Project Form under Annex A. The student team shall seek written approval from SUTDVIE in advance before any changes to the Project scope, schedule, target or any other related matters, can be implemented.
4. A close out review will be presented to a panel chaired by the Senior Director, SUTD Venture, Innovation & Entrepreneurship at the completion of the Project.
5. A comprehensive Project report and receipts of all purchases/payments must be submitted at the end of the Project prior to the abovementioned review presentation.
6. The student team or any member thereof who is eligible to apply for the SG Founder's Grant administered by Enterprise SG will apply through SUTD as Accredited Mentor Partner.

**B. Contributions from SUTD**

7. SUTD will provide a grant capped at \$4,000 from SUTDVIE which will be reimbursed based on milestones agreed in the Project Form.
  - a. The Grant should be spent on acquiring materials, tools, new skills or knowledge for you to work on the Project only. Please refer to Annex C for funding guidelines.
  - b. The Grant does not cover the cost of any man-hours spent by the recipient or any team members on the Project.
  - c. If the recipient is unable, with justification(s), to fabricate any part(s) or component(s) required for the project, the recipient may outsource the task to a third party, with **prior approval from SUTDVIE**.
  - d. Purchases of any goods and/or services from any entity that are related to any individual in the team **will not be** reimbursed due to direct conflict of interest to SUTDVIE. SUTD retains the right to terminate the Project should any member(s) of the team fail to declare any such relations or are found to be dishonest when submitting their claims.
  - e. Receipts of purchases using hard cash shall be limited to \$100. Any claims for hard cash purchases above the stipulated limit will be rejected.
  - f. All purchases and subsequent claims should be made by **1 representative** from each team. This is to streamline the process flow when claiming for reimbursements and avoid any potential confusion.
  - g. Only expenses incurred in the qualifying period as stated in the Project with valid receipts/invoices will be supported. **Expenses incurred outside the qualifying period will not be supported.**
  - h. The cut-off date for all submissions of reimbursement claims shall be on **11<sup>th</sup> April 2025 Friday**. Extension for claim submissions beyond the cut-off date will be decided on a case-by-case basis by SUTDVIE.
8. SUTD will provide faculty members to act as instructors and coordinators to the student project team. The faculty member/members will work with the student team to jointly supervise and guide the student team to fulfill the Project scope and deliverables.
9. SUTD will provide individuals to act as Business Mentors to the student project team. Business Mentors will work with the student team to provide mentorship to guide the student team to fulfill the Project scope and deliverables. The student team will be required to abide by the mentoring guidelines provided in Annex B.
10. SUTD will also provide the necessary facilities for the student team to plan and review your Project and assemble prototypes and if applicable, such as fabrication labs, computer servers and design studio resources for prototype component design/fabrication, design drawings, computation modelling and scale models. Specialised prototyping needs (e.g. software, tools, machines), if not identified during the Project scoping phase or due to unexpected changes in Project scope outside the capabilities of SUTD's facilities, will have to be mutually agreed before implementation in the Project phase.

### **C. Intellectual Property**

11. All intellectual property created, arising out of or connected with the Project (including but not limited to results, analysis, prototypes, models, software codes, simulations etc.) invented, conceived or developed solely by the student(s) or jointly by the student(s) and an employee of SUTD arising out of or connected with the Project shall be owned by SUTD ("SUTD IP").
12. SUTD agrees to grant each inventor the right to display, demonstrate and/or showcase the SUTD IP created in connection with this Project and the right to use/incorporate in reports/submit such SUTD IP to SUTD to fulfill the SUTD undergraduate course requirements save that each inventor shall obtain the prior written consent of the SUTDVIE before any such display, demonstration and/or showcase of the SUTD IP.
13. The Parties expressly disclaim any implied warranty, condition or representation that any intellectual property created, arising out of or connected with the Project corresponds with a particular description, is of a merchantable satisfactory quality, or is fit for a particular purpose. In particular, all warranties (expressed or implied) that the use of the intellectual property will not infringe any patent, copyright, trademark, or other intellectual property or proprietary rights are hereby expressly disclaimed to the fullest extent permitted by applicable law.
14. To encourage entrepreneurship and innovation, SUTD agrees to exclusively license the SUTD IP to the inventor(s) who registers a company with the Accounting and Corporate Regulatory Authority of Singapore within 6 months after graduation from SUTD, under agreed terms and conditions. The registered company must have amongst its object(s) the carrying on of a business related to or which otherwise would require the SUTD IP. Any request for assignment by the inventor(s) after the 6-month period will be considered on a case-by-case basis. If more than one inventor registers a company during the 6-month period and is interested in using the SUTD IP, SUTD will retain ownership of the SUTD IP and grant non-exclusive licenses to the inventors on terms and conditions to be agreed.

### **D. Liabilities**

15. The student team agrees that SUTD shall not be liable for any and all damages (both direct and indirect damages), loss of profits, loss of goodwill, loss of use, loss of production or business interruption costs or any type of indirect, special, consequential or incidental damages arising from any use of the SUTD IP by the student team. The student team agrees to indemnify, defend and hold harmless SUTD from any claim, loss, cost, expense or liability of any kind (including legal fees and expenses) arising out of the use by the student team of the SUTD IP.
16. In addition, in no event shall SUTD be liable for any loss of profits, loss of goodwill, loss of use, loss of production or business interruption costs or any type of indirect, special, consequential or incidental damages arising out of any breach of this Agreement whether or not SUTD has been advised of the possibility of such damage.

**E. Report and Publication**

17. SUTD agrees that any copyright in any report(s) submitted by the students in relation to the Project (which may incorporate any part of the SUTD IP) shall remain with the author(s).
18. Subject to compliance with clause 18, the students involved shall be permitted to publish or present results or intellectual property (i) incorporated in any report(s) or (ii) created arising out of or connected with the Project.
19. The students shall submit any proposed publication or presentation of any SUTD IP to SUTD at least 30 days prior to the submission deadline. SUTD shall respond to the students within 14 days from the receipt of the proposed publication or presentation whether the proposed publication or presentation contains SUTD's confidential information, in which event the publication shall be delayed for a further 14 days to allow SUTD's confidential information to be deleted or the relevant protection to be filed for the intellectual property disclosed therein. The students may proceed with the proposed publication or presentation if it does not receive any response or objection from SUTD within 14 days from SUTD's receipt of the proposed publication or presentation.

**F. Confidentiality**

20. For the purpose of the Project, a party may receive or have access to information of the other party which is proprietary or confidential in nature. All such confidential information shall be marked "Confidential" or "Proprietary" or with words of similar import and any confidential information disclosed orally or visually shall be confirmed and designated in writing by the disclosing party as "Confidential" within thirty (30) days after its disclosure ("Confidential Information").
21. Subject to clause 21, each party agrees to protect the confidentiality of the Confidential Information and shall not disclose the same to any third party without the prior written consent of the disclosing party.
22. Each party may disclose the Confidential Information to the relevant trustees, directors, officers, students and/or employees of each party on a need-to-know basis. SUTD shall also be allowed to disclose the Confidential Information where necessary to the officers of the Ministry of Education on a need-to-know basis.
23. The confidentiality obligations under this Section F shall be in force from the date of this agreement and expire 6 months after the end of the Project. The faculty members and student project team shall take all practical measures to destroy copies of the Confidential Information after the end of the Project.
24. The confidentiality obligations under this Section F do not apply to the following:
  - a. information, which was at the time of disclosure, or thereafter falls, in the public domain without misconduct or negligence of the receiving party; or

- b. information which is required to be disclosed by any applicable regulatory body or by any laws or regulations or pursuant to a valid court order compelling disclosure or any requirements imposed by any similar regulatory bodies provided that the party required to make the disclosure shall consult with the other party insofar as is reasonably practicable before making the disclosure.
- c. information already known by the receiving party prior to disclosure.
- d. information rightfully received from a third party without a duty of confidentiality.
- e. information independently developed by the receiving party prior to or independent of the disclosure.

**G. Governing Law**

- 25. This agreement shall be governed by and construed in accordance with the laws of Singapore and the parties submit to the exclusive jurisdiction of the Singapore courts.
- 26. We look forward to your acceptance within 7 days from the date of this letter. Should you have any questions, please contact Capstone Office at 6499 4076 or VIE Office at [entrepreneurship@sutd.edu.sg](mailto:entrepreneurship@sutd.edu.sg)

Yours sincerely,

*celestinekhoo*

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Name: Ms. Celestine Khoo  
Designation: Senior Director  
SUTD Venture, Innovation & Entrepreneurship

Accepted by:



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Name: BISHT LEEMAH  
Date: 5th July 2024

Accepted by:



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Name: BENETTA CHENG JIA WEN  
Date: 6th July 2024

Accepted by:



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## Annex A

**ENTREPRENEURSHIP CAPSTONE PROJECT FORM**

<b>Team Name</b>	The Capybaras
<b>Team Leader &amp; Contact Information</b>  <i>In the format of Full Name / Student ID / Pillar / Mobile no.</i>	Benetta Cheng Jia Wen / 1006232 / ISTD / 87591272
<b>Team Members</b>  <i>In the format of Full Name / Student ID / Pillar / Mobile no.</i>	Leemah Bisht / 1006054 / ISTD / 93383546 Michelle Chrisalyn Djunaide / 1006240 / ISTD / 94460823 Tran Cong Nam Anh / 1005242 / ISTD / 97755168 Maitri Srivastava / 1006077 / ESD / 90294787 Dinh Thao Vy / 1006124 / ISTD / 80329018
<b>Project Title</b>	AllAI - A Unified Platform For Your AI Assets
<b>Project Background and Objectives</b>	<p><b>Project Objectives:</b></p> <ul style="list-style-type: none"> <li>• Develop a web-based platform that hosts and catalogues various generative AI tools, with information on cost, security, ease of maintenance, ease of integration, and sample use cases clearly presented</li> <li>• Present a non-technical, standardized evaluation of each AI tool, such that the user has full transparency over the tool's capabilities</li> <li>• Allow the user to try out a set of AI tools simultaneously and compare the generated results</li> <li>• Enable automatic updates on the platform if a relevant new AI tool is released</li> </ul> <p><b>Project Background:</b>          In today's digital landscape, generative AI has revolutionized numerous industries, especially in content-rich sectors such as digital marketing. These AI-powered tools have become indispensable assets, offering efficiency, creativity, and scalability in content creation and strategy formulation. However, selecting the right tool can be daunting for non-technical users. Current search methods favor popularity over suitability, leaving users to navigate through trial and error. This can be costly and time-inefficient for users, and deprives suitable but less popular AI tools of consumers.</p> <p>To address this, we introduce AllAI, a platform that catalogues and compares generative AI tools. By placing sample generated results together, AllAI empowers non-technical users to make informed decisions tailored to their needs.</p>

### **ENTREPRENEURSHIP CAPSTONE PROJECT FORM**

<b>Scope</b>	<p>Target audience: Freelancers, especially those in the digital marketing/content creation industries</p> <p>In-scope functionalities:</p> <ul style="list-style-type: none"> <li>• <b>AI Tool Catalogue:</b> A catalogue of AI tools that include general-purpose products (e.g. ChatGPT), specialized content creation software (e.g. Synthesia), and open-source models (e.g. StableDiffusion). Users can browse the tools and review information about their cost, security, ease of integration, and other factors relevant to capabilities and offerings.</li> <li>• <b>AI Tool Trial and Comparison:</b> A space that hosts demo versions of listed AI tools. Users can type in a prompt and receive sample generated results from a set of relevant tools all at once. The space should also compare between these tools based on the generated results' processing time, quality, and degree of relevance.</li> <li>• <b>Recommendation:</b> A smart recommendation engine for the AI tool that caters to users' specific needs. The engine should incorporate automated tagging and predictive analysis.</li> <li>• <b>Non-Technical and User-Friendly:</b> A user interface that is intuitive, straightforward, and easy to navigate. Users can examine the large number of AI tools and fully understand their capabilities and shortcomings without redundant complexity arising from technical jargons.</li> <li>• <b>Automatic Updates:</b> A scheduler program that retrieves information about new AI tools and adds them to the catalogue. The program may be fully automated or require some input from the developers' side.</li> </ul> <p>Out-of-scope functionalities:</p> <ul style="list-style-type: none"> <li>• AI Model Training and Development</li> <li>• Advanced Analytics or Reporting Tools</li> </ul> <p>Assumptions:</p> <ul style="list-style-type: none"> <li>• The AI tools listed in the catalogue have sufficient documentation for evaluation purposes, including cost, security protocols, and integration procedures.</li> <li>• The demo versions provided for AI tool trial and comparison accurately represent the capabilities and performance of the full versions of the tools.</li> </ul> <p>Constraints:</p> <ul style="list-style-type: none"> <li>• Some AI tools may not have an API key for external integration, in which case web scraping is needed. Alternatively, negotiation with the development company can be conducted for a sample version of the tool that will be hosted directly on AIIAI.</li> </ul>
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**ENTREPRENEURSHIP CAPSTONE PROJECT FORM**

<b>Deliverable(s)</b>	A web-based platform with fully developed backend infrastructure (web server, database, host cloud) that integrates with generative AI tools on the market, either through calling their APIs or hosting a version of the tools. The platform should support up to a few thousand concurrent users and is secure and scalable.
<b>Applicable Sponsor Sum (to cover design &amp; project materials)</b>	SUTD VIE \$4K Entrepreneurship Capstone Grant
<b>Other Remarks</b>	N.A.

## ANNEX B

### Mentorship Guidelines

- 1 Besides the grant support provided under SUTDVIE successful applicant(s) would be matched to a mentor appointed by SUTDVIE to guide them in their business development.
- 2 The project team (herein after known as the "Mentee") in the successful application should abide by the following set of guidelines.

#### **2.1 Duration**

- 2.1.1 The duration for the Mentoring Programme will be the date of the Letter of Award to Wednesday, 3 May 2025.
- 2.1.2 Within the first 1 month of the Mentorship, the Mentee should work with their appointed Mentor to develop a plan which includes:
  - Frequency and mode of engagement.
  - Developmental areas in which the mentor is expected to assist the team.
  - Desired outcome(s) from the mentoring engagement.
  - And any other details deemed critical to the Mentee and Mentor in achieving an effective and productive working relationship.

#### **2.2 Roles of the Mentee**

- 2.2.1 The Mentee is expected to:
  - Take charge of the mentoring relationship with the Mentor.
  - Monitor the progress of the mentoring engagement with the Mentor, striving towards the desired outcomes agreed upon; and
  - Seek advice, guidance, and support from the Mentor where appropriate, with the key objectives of completing the project.
- 2.2.2 The Mentee is also expected exhibit the following attitude towards the Mentor:
  - Open Communications: The Mentor shall be honest, open, and constructive in the discussion with the Mentor.
  - Humility: The Mentee shall display an appropriate level of humility in engaging the Mentor. This entails accepting honest and constructive feedback from the Mentor, demonstrating respect for the Mentor's views and advice, and maintaining a positive and open attitude towards diversity in opinions.
  - Willingness to Learn: The Mentee shall demonstrate a strong desire towards new learning and capability development; and
  - Commitment: The Mentee shall be committed to follow through on the task obligations as suggested by the Mentor, and jointly agreed by both the Mentor and the Mentee.

## **2.3 Role of the Mentor**

- 2.3.1 The role of the Mentor must not be misconstrued as that of an Executive, Director, Business Consultant or Legal Counsel for the Company. The Mentee shall not expect a greater commitment from the Mentor in terms of time and effort than that agreed upon and specified in the Mentorship Engagement Plan.
- 2.3.2 The Mentee must be aware of the potential conflicts of interest of either a commercial or emotional nature that may arise through the mentoring relationship, and will not exploit the Mentor in any manner, including, but not limited to, financial, sexual or those matters within the mentoring relationship.

## **2.4 Support from SUTDVIE**

- 2.4.1 SUTDVIE will monitor the progress of the Mentoring Engagement on a regular basis and to provide advice, support and assistance where required.

## **2.5 Decision-making at Mentee's Discretion**

- 2.5.1 The Mentee reserves the right to make the final decisions in matters pertaining to the project's developments, which may or may not be in line with the advice or guidance of the Mentor. The Mentee is solely responsible for all decisions made during the mentoring engagement period.
- 2.5.2 The Mentee shall not hold the Mentor, or SUTD, liable for any advice provided and the consequences of decisions based on the advice made.

## **2.6 Confidential information.**

- 2.6.1 Any information provided during the mentoring engagement period will be treated in strict confidence by SUTDVIE and will not be used nor disclosed for any other purposes except to develop, improve and manage the Mentoring Programme.

## ANNEX C

Entrepreneurship Capstone Funding Guidelines

This list is not exhaustive, please contact SUTD VIE office to check if there is anything you are unsure of.

Type of Expenses	Description
<b>EOM Related Expenses</b>	
General policy	Expenditure of Manpower (EOM) is not allowable as part of overall compensation to students or employees. This will include employment levy, employment pass, pre-examination medical check-up, salaries, bonus, staff insurance, CPF and related benefits (as per employment contract), etc.
Staff recruitment and related cost	Not allowable.
PI's & Co-Investigators' EOM cost	Not allowable.
Unconsumed leave	Not allowable.
<b>OOE Related Expenses</b>	
General policy	Not allowable for expenses that are not directly related to the project.  All procurement of such items must be made according to the formal established and consistently applied policies of SUTD.
Audit fees	Not allowable.  This includes both internal and external audit fees.
Bank charges	Allowable.  As long as it is specifically related to the payments for consumables and/or equipment purchased with the grant and is meant for project purposes.
Books and specialized journals relevant to the project	Not allowable.
Competition Registration Fees	Allowed for students, if the competition is directly related to the project. Funding will be subject to approval from VIE and capped at SGD 500.
Customs and import duties	Allowable.  Only if it is specifically related to importation of consumables and/or equipment purchased with the approved grant.

Entertainment & Refreshment	Not allowable.
Fines and penalties	Not allowable.
GST	Allowable.  For expenses incurred with purchases made with the approved grant.
Overhead expenses	Not allowable.
Insurance premiums	Not allowable.
Legal fees	Not allowable.
Local & Overseas conferences	Allowable for students, if the conference or exhibition is necessary for presenting on the project. Funding will be subject to approval from SUTD VIE and capped at SGD 500, mainly for conference and exhibition fees.  Travelling costs (airfare, hotel accommodation, per diem and travel insurance) are not allowable.
Overhead expenses - rental, utilities, telephone charges, facilities management, etc	Not allowable.
Patent application, IP related and commercialization expenses	Not allowable.
Photocopying charges	Allowable.
Professional fees (including fees to consultants)	Not allowable.
Professional membership fees	Not allowable.
Publications	Allowable for student authors, if the publication is for presenting on the project. Funding will be subjected to approval from VIE and capped at SGD 500.

Purchase of lab supplies/ consumables, building parts for prototypes, use of in-house or external lab services or lab spaces	<p>Allowable.</p> <p>The cost for the use of the services and central facilities owned by the host institution, such as central laboratory services are allowable and must be based on SUTD's fee schedules, which are consistently applied regardless of source of funds.</p> <p>The cost for the use of external lab services or facilities are allowable and will be capped at SGD 500.</p>
Purchase of non-consumable items (non-IT items)	<p>Allowable for low value asset items.</p> <p>Capped at SGD 500 per project.</p>
Repairs and maintenance of research equipment	<p>Allowable, if equipment is used extensively for the project that the grant is intended to support.</p> <p>The period of maintenance funded from the research grant should be restricted to the duration of the project.</p> <p>For new equipment, maintenance should not be budgeted for any period for which the equipment is under warranty (e.g. Year 1) and quotations for maintenance contract must be included.</p>
Lab safety training and related expenses	<p>Allowable.</p> <p>Only if the University's Office of Environment, Health and Safety (EHS) has not already conducted such training. Justification for the training budget should be provided.</p>
Staff retreat	Not allowable.
Stationery & printer consumables	Allowable for use in the project.
Transportation, postage & courier services	<p>Allowable.</p> <p>These include postage, courier and freight charges for bringing in equipment and/or specialised consumables meant for project purposes.</p> <p>Reimbursement of local transport for the purpose of carrying out their project works.</p> <p>Admin fees incurred for payment of taxi fares via personal debit / credit cards are not allowed; to bear the full admin fees, if any.</p>
Visiting Professors	Not allowable.

Surveys and Interviews	<p>Allowable for payment to volunteers and survey respondents provided this is the scope of the project.</p> <p>Capped at SGD 200 per project.</p>
<b>Purchase of Equipment</b>	
IT equipment (Hardware)	<p>Not allowable.</p> <p>This includes computers, laptops, hard disks and servers.</p>
IT equipment (Software) and IT Subscription charges	Allowable for short term licenses within the project period.
Software license renewal	Not allowable.
Purchase of PDAs, handphones, etc	Not allowable.
Office equipment	Not allowable.
Office furniture & fittings	Not allowable.
Cost of capital works and general infrastructure	Not allowable.