



## Capstone Project Responsibilities Document

### Student Responsibilities:

1. Maintain a project portfolio. All items are dated and signed where applicable. The portfolio is divided into logical sections (e.g. weekly reports, notes/minutes from meetings, reports issued, and reports in progress). Be careful to have backup copies of important documents. This is generally set up for you on D2L but your client might request something else for their own review.
2. Produce a weekly status report.
3. Required to attend and participate in the class meetings when indicated.
4. Must meet regularly with the project client. Students are responsible for arranging meetings, providing the agendas, and recording the results with summary to weekly report.
5. Must meet regularly with other team members and record results.
6. Students are expected to act professionally, particularly when dealing with the client.
7. Keep up with class assignments and project requirements.
8. ICS 290, allow a minimum of 25 hours/week of out of class time, more may be required.

### Sponsors Responsibilities:

1. Must provide necessary details as required for the project. This includes identifying suitable target levels for the team.
2. Must be willing to meet with the project team at least once a week.
3. Must sign off various stages of the project.
4. Will evaluate the project team in ICS 290. A form will be sent to each client for completion. Evaluation of the project by the client will focus on the team's professionalism and understanding of requirements, and with the client's overall satisfaction with the project so far.
5. Must be willing to face problems when they arise with the student team and communicate with the instructor the decisions made.
6. The students are enrolled in other studies. ICS 290 consists of approximately 3/5ths of the student's course load and should spend at least 25 hours a week on the project. These estimates include out of class time. We try to have the students in class only 2 days a week.
7. Any Non-disclosure (NDA) Agreements must be discussed with the Faculty Supervisor and Instructor.
8. The project is an educational endeavor, even though completion of the project is desirable it might not be achieved.
9. We request \$300.00+tax contribution towards the Symposium that takes place during the month of August. Please let us know if you need a tax form in advance.

***Please initial and date to indicate that you have read and understand the minimum responsibilities.***

Students	
Signature	Date
Signature	Date
Signature	Date

Sponsor(s)	
Signature	Date
Signature	Date