

## Capstone Dos, Don'ts, and Expectations

### Dos:

- Submit WPRs. Submit them on time by the weekly deadline the team agreed on. Online form: <http://bit.ly/CapstoneWPR>
- Show up to the weekly meeting. Be on time.
- Communicate professionally.
- Act professionally.
- Deliver on promise, get things done.
- Assume responsibility for your actions.
- Commit to the common goal.
- Be proactive, anticipate problems, help your colleagues.
- Don't plagiarized (that includes text, images, etc.)
- Dedicate enough time to the project. Capstones tend to be much more time-consuming than you may expect.
- Be willing to fail and ability to learn from failure.
- Connect with team members, interact, build a community, build relationships, stay informed, inform.
- Resolve conflicts early. Most teams fail not because of technical issues, but because of teamwork issues.
- Hold regular meetings (besides the weekly meeting with me).
- Celebrate, recognize, and appreciate.

### WPRs:

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### Team evals:

- We'll do two team evals, one mid-term and one at the end of the project: <http://bit.ly/CapstoneTeamEval>

### Rubrics:

- Check the grading rubrics carefully. Unless the department releases new rubrics, I will use the current ones to determine your grades.

### Weekly meetings:

- Be on time.
- Two unexcused absences may lead to a team exclusion.
- Each week, one of you will give a high level report of the status of the project.
  - What has been achieved/completed?

- What are the next things that need to be solved/completed?
- Present an updated planning (GANNT) chart. The GANNT chart must show each student's role.

**First steps:**

- Set up weekly meetings (with Christof/Brian and other work meetings)
- Get organized:
  - What repositories will you use to share documents/data/etc.? Google Drive, Dropbox, Github, etc.?
  - Project management software?
- Understand the problem, the requirements, and the constraints.
- Work on the Project Proposal + Test Plan + Project Plan/Schedule. Ideally: completed before the Christmas break.
- Project plan must be until the end of the Spring term and show each student's role.