

SYDE 461/462

PROJECT ADVISOR AGREEMENT

Fall 2022, Winter 2023

Due Friday, Sept. 23, 8pm ET on LEARN as a PDF document.

-1% penalty if not completed.

Thanks for offering to help our SYDE students with their capstone project. As a project advisor we are asking for the following commitment:

1. You have appropriate technical expertise in one main aspect of their proposed project.
2. You are available for regular meetings for the duration of the project, to be scheduled at minimum for 30 minutes every two weeks.
3. You can provide ongoing advice and direction related to technical aspects of the project.
4. You can provide feedback and grading for an early project proposal, an end of term conference-style paper, and panel exams each term.
5. You can participate in a 1-hour online panel exam held sometime between Nov 22nd to Dec 3rd. We will work to find a time that can fit in your schedule, but keep in mind there are 20 other teams that need to be scheduled during that time. If you can't attend the panel exam you will be asked to provide a qualified alternative to serve as replacement panelist.

You shouldn't be "project managing" the team – it's up to the team to do their own project management, but some help and advice as they work through teamwork and project issues would also be appreciated.

Advisor's Name

Advisor's Signature

Advisor's e-mail address:

As the project team for SYDE 461/462, we commit to the following for the duration of the project (Sept. 2021-Apr. 2022):

1. We commit to informing the project advisor of all course **deliverable and milestone deadlines**.
2. We commit to providing the project advisor a **copy of all course deliverables and milestones**, and any related deliverable descriptions and assessment forms **on the deliverable/milestone deadline**.
3. We commit to **all team members** making reasonable effort to **attend the regularly scheduled meetings** with the project advisor.
4. We commit to **keeping the project advisor up-to-date** with our ongoing project activities.
5. We commit to **communicating any project issues we encounter** in a timely manner. This may involve technical, resource, or collaboration issues.

Print Team Member 1's Name

Team Member 1's Signature

Print Team Member 2's Name

Team Member 2's Signature

Print Team Member 3's Name

Team Member 3's Signature

Print Team Member 4's Name

Team Member 4's Signature