BME Capstone Design Advisor - Team Agreement

In order to provide an effective experience and to maintain communication between the team and the advisor, all are asked to read and sign the following agreement of responsibilities that are to be followed over the course of the Capstone Design Project.

Responsibilities of the Advisor:

1) The Capstone Advisor must support the Capstone team in the following manner
    a) Provide technical guidance for the students' design, including:
        i. Provide Customer Needs
        ii. Review the team's proposed designs
        iii. Review and sign off on the students' project documentation
        iv. Support the team in the procurement of materials for their project
    b) Provide laboratory and/or facility for the students to work in (for projects supporting faculty research) or actively assist in identifying resources needed.
    c) Meet with the Capstone Team on a periodic basis (e.g., once per week)
    d) Sign off on their weekly status reports to concur with the Team's progress or provide feedback to the team on their progress.
    e) Provide funding (if needed)
    f) Provide guidance and support in obtaining IRB project approval (as needed – note that this may require that the advisor attend IRB meetings if required). (Note all students will have to submit an IRB proposal even if human subjects will not be involved in their project.)

2) The Capstone Advisor must agree that the Student's project is feasible
    a) The design must be technically feasible for the identified student team.
    b) The team's skill set matches the project requirements.
    c) The design can be completed (i.e., including testing and demonstration that their design meets the customer needs) within the Capstone 2 semester timeframe.
    d) The success of the design and project must not be dependent on third party propriety hardware and/or software unless the advisor has prior agreements with the third party that such can be used by the students for their project.

Responsibilities of the Student Team:

1) The team must communicate regularly with the advisor (e.g., once per week)
    a) The team will schedule meetings that give the advisor timely notice when anything is needed from the advisor. The team will not wait until the day or days before a final signature is due to contact the advisor.
    b) The team will provide a status report on a weekly basis to document their progress and obtain advisor concurrence and/or feedback relating the team's progress.
    c) The team will invite the advisor to all presentations during the term. The advisor is not required to attend, but should be given the option of participating.
    d) The team will provide to the advisor all of their design documentation (including all requirements, reports, schedules, and presentations) for the advisor's review at least one week prior to the due date.
2) The team must identify an advisor who can effectively guide them, especially in the technical areas that the project is based upon.

	Printed Name	Signature	Date
Advisor			
Team Member			
Team Member			
Team Member			
Team Member			