

Roles and Responsibilities for Electrical and Computer Engineering Senior Design (ECE 441-3)

Student Responsibilities

- Attend weekly group meetings & scheduled meetings with mentor
- Honestly assess personal and group performance among group members and to mentors
- Each group member agrees to do fair share of project
- Deliver best effort in executing senior design project
- Work effectively as a member of the team and take lead as needed
- Be attentive in class and seek ways to gain knowledge in variety of skill areas
- Communicate with team members and mentor on regular basis
- Complete assignments professionally and timely fashion
- Complete project according to standards set by sponsor and mentor – be proactive if changes need to be made including rapid and proficient communication with mentor, team members and instructor
- Provide all documentation to mentor for review and feedback
- Purchase hardware and/or software within project budget
- Participate in a system, hardware, or software design review before project completion with mentor
- Present final senior project at open house in the Spring

Mentor responsibilities

- Work with the students in refining project description and goals. Understand realistic capabilities and deadlines.
- Personally commit to the project and the students for the entire project duration including phone or personal meetings at least once every 2 weeks.
- Work with students in developing customer requirements and comparative analysis with existing technologies.
- Meet with students to discuss project (answer questions) and give advice on initial project plans (how you would attack the project; in person or via video conference); also outline expectations regarding schedule, deliverables, quality, communication details between team and mentor, etc.
- Review and comment on all project design documentation (Web page, Background Research Report, preliminary design specification, final design specification, design, code, test plan, etc.)
- Assist with purchasing hardware and/or acquiring necessary software as necessary.
- Assist with building or compute network access if corporate assets are utilized.
- Review weekly status reports; provide feedback as required.
- Respond to all inquiries in a timely manner.
- Promote teamwork and group collaboration.
- Help coordinate and participate in a system, hardware, or software design review before the project nears completion. This review should take place 2-3 weeks before hardware or systems are scheduled for fabrication.
- Help coordinate final presentation (in person, via video conference, etc.).
- Provide feedback to instructor on students' performance for grading purposes.

I agree to fulfill the above responsibilities according to my project role.

Project Title _____

Student

Student

Student

Student

Student

Mentor

I have reviewed this roles and responsibilities and agree to work with the students in completing the project.

Instructor _____