Roles and Responsibilities for Electrical and Computer Engineering

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
- Adhere to the IEEE Code of Ethics and the Oregon State University rules of Academic Honesty
- Avoid any actions, covert or overt, that are not within the spirit of the course work that could be construed to be detrimental to an individual, group, another group, the professor, the university, the state of Oregon, or an industry partner

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.
- 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 Date Student Date
________________________________________
Student Date Student Date
________________________________________
Student Date Mentor Date
________________________________________

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

Instructor _________________________________________ Date: ____________