Client Expectations –
Computer Science Team Capstone Course

As a client for a Team Capstone project, your role is vital in providing students with a real-world, project-based learning experience. For two academic terms, you will have access to a small team of software developers that can help your organizations in building software systems. We expect you to act as a partner and mentor throughout the duration of the course, from mid September to early April. Your responsibilities include:

- **Defining a Meaningful Project Scope**: Propose a problem or opportunity that aligns with your organization's needs and is achievable by a team of 3-5 undergraduate students working part time over the course timeline (Approx. 24 weeks).
- **Initial Engagement**: Participate in an early-semester kickoff meeting in September to outline the project objectives, share relevant background, and establish success criteria. The meeting can be face to face on Campus or online.
- **Ongoing Communication**: Meet with the student team regularly (typically once every 1–2 weeks) to provide feedback, answer questions, and guide progress. Timely responses to team inquiries are appreciated and essential for the project success.
- **Feedback on team progress**: From time to time, the course instructor will reach out to you to gather feedback on your interactions with the team. The goal is to ensure that your expectations are met or, if not, work with the team that it gets back on track.
- **Support & Resources**: Provide access to any necessary tools, data, or technical environments (within reasonable bounds), and identify a primary point of contact from your organization. Students will have access to standard computers on Campus with a broad selection of development tools and frameworks – but if your project needs access to specific tools, we might not have them on our machines.
- **Final Evaluation**: Attend the final presentation or demo day, review the team's final deliverables, and provide feedback on their performance and outcomes.

We appreciate your willingness to support the next generation of computer science professionals. Your involvement creates a critical bridge between academic learning and industry practice.

Timeline

Summer 2025: Using the template below, submit project proposal to course instructor. The earlier, the better as this will allow the course instructor to communicate with you in case some clarification is needed. The project description should only contain information that could be shared widely.

Early September: Course instructor shares all received project descriptions with all students in the course. We will then form teams of 3-5 students. These teams can then apply to be matched with submitted projects. If only team is interested in a specific project, we have a match. If more

than one team is interested, the client choses the team they want to work with. If no team is matched, we will reconnect with the client to determine if the project can be postponed to the next year.

Mid-late September: Project kickoff meetings

Late Sep – late March: software development with regular meetings between student team and client

Early April: The project ends and source code and required documentation will be passed to the client. Software development is on a best effort basis. The University of Calgary is not guaranteeing fitness for purpose nor quality of the outcomes. No long-term maintenance will be provided by the University. The hand off will transfer the work to the client organization who can then decide to use at their discretion.

Computer Science Capstone Project Proposal Template

On 1-3 pages, please complete the following form to propose a project for our Computer Science Capstone Course

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1. Project Title
Provide a short, descriptive title for the project.

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2. Company/Organization Name
Your company name as you would like it displayed.

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3. Primary Client Contact

- Name:
- Title:
- Email:
- Phone (optional):

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4. Project Summary (3–5 sentences)
Briefly describe the core idea of the project, its purpose, and why it matters to your organization.

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5. Project Goals and Deliverables
List specific goals and expected outcomes. What would a successful project look like?

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6. Technical Requirements and Constraints
Outline any preferred technologies, platforms, APIs, or coding languages. Are there data privacy or security constraints?

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7. Background Information and Resources
Provide context that will help the students get started (e.g., existing documentation, datasets, systems, or domain-specific knowledge).

8. Team Interaction Expectations

- Preferred frequency of meetings (e.g., weekly, biweekly):
- Preferred meeting format (e.g., Zoom, in-person, email updates):
- Available tools/platforms for collaboration (e.g., GitHub, Slack, Trello):

9. Value to Your Organization
Explain how the project results will be used and how they benefit your organization.