

# Roles and Responsibilities of Project Supervisors, External Clients and Mentors

## Introduction

The BREE capstone design projects are two-semester projects spanning a Winter and Fall semester in the same calendar year. In some cases, the projects follow a Fall-Winter academic year. These projects are carried out in teams of 2-4 students.

## Project supervisor

The project supervisor is a McGill engineering professor, whose role is to:

- Ensure that the project conforms to the course objectives, and who represents a substantial design experience;
- Ensure that the students follow a well-defined design methodology and properly report on this methodology;
- Act as an additional technical resource to the students;
- Read and give timely feedback on course deliverables and grade specific project deliverables.

## External clients and mentors

*External clients* typically submit a project proposal, define the deliverables and requirements, and meet regularly with the students during the project development for design feedback sessions.

Responsibilities include:

- Meeting regularly with and giving timely feedback on the design to the students;
- Reading and giving timely feedback on the course deliverables (progress reports, final report drafts, presentation drafts).

*Mentors* are experts or practitioners in the design topic, and can give guidance to the students on specific aspects of the project.

Clients and mentors may fund a project and/or provide in-kind support such as reports, access to facilities, materials etc.