CSS334 - Words2Motion: AI-Based Natural Language to Robot Gestures in Real Time

Team Contract

Prepared for

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Step 1: Get to Know One Another. Gather Basic Information.

Task: This initial time together is important to form a strong team dynamic and get to know each other more as people outside of class time. Consider ways to develop positive working relationships with others, while remaining open and personal. Learn each other's strengths and discuss good/bad team experiences. This is also a good opportunity to start to better understand each other's communication and working styles.

Team Member Name	Strengths each member bring to the group	Other Info	Contact Info
Joseph Lin	Active listening, creative, problem solving, critical thinking, collaboration	Experience in Python, ML models/data pipelines.	linjc@vcu.edu
Jonah Minkoff	*Project management, problem-solving, Critical/Adaptive Thinking*	*Experience coding in Python and working with ML Models, as well as ~4 years on various robotics teams*	minkoffjg@vcu.edu
Thomas Marshall	Critical thinking, open to ideas, able to adapt to challenges.	Experience with LLMs and coding in Python.	marshalltl3@vcu.edu
Christian Lemma	Brainstorming, clear communication, and collaboration.	I am very open to new information and learning things.	lemmacs@vcu.edu

Other Stakeholders	Notes	Contact Info
Faculty Advisor		*Bhoag2@illinois.edu*
Sponsor, Mentor, etc. (Add rows if necessary)		

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Step 2: Team Culture. Clarify the Group's Purpose and Culture Goals.

Task: Discuss how each team member wants to be treated to encourage them to make valuable contributions to the group and how each team member would like to feel recognized for their efforts. Discuss how the team will foster an environment where each team member feels they are accountable for their actions and the way they contribute to the project. These are your Culture Goals (left column). How do the students demonstrate these culture goals? These are your Actions (middle column). Finally, how do students deviate from the team's culture goals? What are ways that other team members can notice when that culture goal is no longer being honored in team dynamics? These are your Warning Signs (right column).

Resources: More information and an example Team Culture can be found in the Biodesign Student Guide "Intentional Teamwork" page (webpage | PDF)

Culture Goals	*Actions*	*Warning Signs*
Being on time to every meeting	- Set up meetings in shared calendar (TimeTree) - Discord as communication channel, reminder day before/day of meeting	- Student shows up 5 or more minutes late to the meeting without notice. - Student misses meetings afterwards – issue is brought up with faculty advisor
Informing the group of any delays in completing assignments	- Stay up to date with each other's project responsibilities - Set reasonable deadlines and note when an extension is needed	- Student shows up for weekly meeting with no considerable work done - Student does not mention when he/she is behind on work
Respectful communication	- Letting others speak without interruptions. - Kind/respectful tone (voice and text) - no all-caps - Open mindset to others' ideas - Willing to help any teammates in need	- Raising voice and Interrupting - Aggressive text-tones - Exhibiting controlling or non-communicative behaviors

Step 3: Time Commitments, Meeting Structure, and Communication

Task: Discuss the anticipated time commitments for the group project. Consider the following questions (don't answer these questions in the box below):

- What are reasonable time commitments for everyone to invest in this project?
- What other activities and commitments do group members have in their lives?
- How will we communicate with each other?
- When will we meet as a team? Where will we meet? How Often?
- Who will run the meetings? Will there be an assigned team leader or scribe? Does that position rotate or will same person take on that role for the duration of the project?

Required: How often you will meet with your faculty advisor advisor, where you will meet, and how the meetings will be conducted. Who arranges these meetings?
See examples below.

Meeting Participants	Frequency Dates and Times / Locations	Meeting Goals Responsible Party
Students Only	*As Needed, On Discord Voice Channel*	*Update group on day-to-day challenges and accomplishments*
Students Only	*Every Thursday, 6:00pm - 6:50pm, in Library/Hibbs*	*Actively work on project (Jonah will document these meetings by taking photos of whiteboards, physical prototypes, etc, then post on Discord and update Capstone Report)*
Students + Faculty advisor/Project Sponsor	*TBD*	*Update faculty advisor and get answers to our questions (Jonah will create meeting agenda and lead meeting)*

Step 4: Determine Individual Roles and Responsibilities

Task: As part of the Capstone Team experience, each member will take on a leadership role, ***in addition to*** contributing to the overall weekly action items for the project. Some common leadership roles for Capstone projects are listed below. Other roles may be assigned with approval of your faculty advisor as

deemed fit for the project. For the entirety of the project, you should communicate progress to your advisor specifically with regard to your role.

- **Before meeting with your team**, take some time to ask yourself: what is my "natural" role in this group (strengths)? How can I use this experience to help me grow and develop more?
- **As a group,** discuss the various tasks needed for the project and role preferences. Then assign roles in the table on the next page. Try to create a team dynamic that is fair and equitable, while promoting the strengths of each member.

Communication Leaders

Suggested: Assign a team member to be the primary contact <u>for the client/sponsor</u>. This person will schedule meetings, send updates, and ensure deliverables are met.

Suggested: Assign a team member to be the primary contact <u>for faculty advisor</u>. This person will schedule meetings, send updates, and ensure deliverables are met.

Common Leadership Roles for Capstone

1. **Project Manager:** Manages all tasks; develops overall schedule for project; writes agendas and runs meetings; reviews and monitors individual action items; creates an environment where team members are respected, take risks and feel safe expressing their ideas.
2. **Logistics Manager:** coordinates all internal and external interactions; lead in establishing contact within and outside of organization, following up on communication of commitments, obtaining information for the team; documents meeting minutes; manages facility and resource usage.
3. **Financial Manager:** researches/benchmarks technical purchases and acquisitions; conducts pricing analysis and budget justifications on proposed purchases; carries out team purchase requests; monitors team budget.
4. **Systems Engineer:** analyzes Client initial design specification and leads establishment of product specifications; monitors, coordinates and manages integration of sub-systems in the prototype; develops and recommends system architecture and manages product interfaces.
5. **Test Engineer:** oversees experimental design, test plan, procedures and data analysis; acquires data acquisition equipment and any necessary software; establishes test protocols and schedules; oversees statistical analysis of results; leads presentation of experimental finding and resulting recommendations.
6. **Manufacturing Engineer:** coordinates all fabrication required to meet final prototype requirements; oversees that all engineering drawings meet the requirements of machine shop or vendor; reviews designs to ensure design for manufacturing; determines realistic timing for fabrication and quality; develops schedule for all manufacturing.

Team Member	Role(s)	Responsibilities	
Christian Lemma	Test Engineer	✔	Run procedures and data analysis
		✔	Create testing protocols

		✔ Provide resulting recommendations based on statistical analysis
Thomas Marshall	Logistics Manager Systems Engineer	- Keep in touch with any internal and external sources that we may need to get information from. - Ensure that the team's goals match up with the project specifications. - Recommend any tools/software that may benefit our project goals.
Jonah Minkoff	Project Manager Manufacturing Engineering	- Organize overall project schedule, ensuring accurate deadlines and progression - Develop meeting agendas and run said meetings - Review communication/culture standards and confirm we're 'functioning' well as a team - Coordinate schedule and development of physical parts (confirming accurate design and modeling)
Joseph Lin	Financial Manager	- Records purchases and acquisitions - Analyze pricing and handles team budget

Step 5: Agree to the above team contract

Team Member: Thomas Marshall   *Signature: Thomas Marshall*

Team Member: Joseph Lin   *Signature: Joseph Lin*

Team Member: Jonah Minkoff   *Signature: Jonah Minkoff*

Team Member: Christian Lemma   *Signature: Christian Lemma*