CS 25-327 XState Builder

Team Contract

Prepared for

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Capital One

By

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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
Sohum Dharamsi	Industry experience with Git/GitHub Enterprise, Communication, Very Organized	Like doing team projects, always looking to learn something new like XState, excited to work with Capital One.	dharamsiss@vcu.edu 703-398-0897
Neil Randeri	Experience with Git, backend/frontend programming	Have worked on team projects professionally where release dates are hard set	randerin@vcu.edu 571-621-0735
Thien Dang	Experience with front/backend and Git	Prior history in doing team projects alongside having the eagerness to learn and be flexible	dangtp@vcu.edu 910-987-7341
Bryan Wheeler	Experience with backend programming, communication, Git	Have prior experience working in dev team in industry	wheelerbt2@vcu.edu 804-762-1240

Other Stakeholders	Notes	Contact Info
Mahesh Nair Capital One	Main Capital One POC	mahesh.bahulleyannair@capitalone.com
Jacquelyn Dellinger Capital One	XState Builder Mentor/POC	jacquelyn.dellinger@capitalone.com
Irfan Ahmed VCU	Associate Cybersecurity Professor at VCU	iahmed3@vcu.edu

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 punctual and on time to every meeting	- Brainstorm meeting times in iMessage GroupChat. Then finalize on Google Calendar - Send reminder text message/e-mail the day before meeting	- Student misses first meeting, warning is granted - Student misses meetings afterwards – issue is brought up with faculty advisor
Consistent communication (e.g. 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 - warning given - Student consistently shows up for meetings with no work done - issue is brought up with faculty advisor
Maintain professionalism with faculty advisor and sponsor mentor/company	- Provide regular updates to both the faculty advisor and corporate sponsor - Always ensure professional and respectful communication - Double check with team before reaching out to sponsor / advisor	- Student fails to follow up with sponsor or faculty advisor as expected - warning given - Student consistently fails to do so - issue is brought up with faculty advisor

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 the 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 google meet or zoom.	Update group on day-to-day challenges and accomplishments Sohum will record these for the weekly progress reports and meetings with advisors.
Students Only	Every Tuesday from 3:30pm - 5:30pm in ERB Atrium.	Will actively work on the project. Sohum will document these meetings by taking notes on shared Google Doc, taking screenshots of command line, etc, then post on EduSourced and update Capstone Report.
Students + Faculty advisor + Project Sponsor	Every Thursday from 4:00pm - 4:30pm on google meet or zoom. *If we end up needing more time we can adjust accordingly.*	Update faculty advisor and get answers to our questions (Sohum will scribe; Bryan will create meeting agenda and lead meeting) Update project sponsor and make sure we are on the right track (Sohum will scribe; Bryan will create meeting agenda and lead meeting; Neil & Thien will present prototype so far)

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.
   Required: On Edusourced, under the Team tab, make sure that this student is assigned the Project Manager role. This is required so that Capstone program staff can easily identify a single contact person, especially for items like Purchasing and Receiving project supplies.
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 subsystems 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
Sohum Dharamsi	Logistics Manager	- Will facilitate all internal and external interactions - Will help to obtain information from sponsor for the group
	Group Communication	- Keep a detailed record of meeting notes and share with group - Send out weekly emails and other correspondence - Make sure everyone understands what is going on
	Systems Engineer	- Will help with GitHub Enterprise - repo versioning, branching, commits, command console, & pull requests
Neil Randeri	Test Engineer Systems Engineer	- Develop backend testing software and execute testing procedures - Keep track of scheduling and testing as the software becomes more detailed - Facilitate improvements in the product and analyze client specifics
Thien Dang	Financial Manager Test Engineer	- Researches technical purchases - Manages procurement - Keeps track of team budget - Establish test procedures and analyze results
Bryan Wheeler	Project Manager Systems Engineer	- Keep track of purchasing and receiving supplies - Develop schedule for project - Keep all team members up to date on project progress, milestones, and deadlines - Backend programming and design

Step 5: Agree to the above team contract

Team Member: Sohum Dharamsi   Signature: Sohum Dharamsi

Team Member: Neil Randeri   Signature: Neil Randeri

Team Member: Thien Dang   Signature: Thien Dang

Team Member: Bryan Wheeler   Signature: Bryan Wheeler