



VCU College of Engineering

Project 25-310 and Advancing High
Performance Computing
Team Contract

Prepared for
Alberto Cano
VCU HPRC

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.

<i>Team Member Name</i>	<i>Strengths each member bring to the group</i>	<i>Other Info</i>	<i>Contact Info</i>
Yunus Bidav	Team collaboration, project management, creative problem solving, and technical skills	Experience with linux on server environments. Experience managing users/clients. Experience with neural networks and interpretable ML models. In depth knowledge of discrete math and its applications in computer science. <i>ACO (Algorithms, Combinatorics, and Optimizations)</i> Enthusiast.	Bidavye@vcu.edu 929-330-7737
Steven Holcombe	Experience with linux systems and reliability and maintenance of large multi tenant applications hosted on aws and azure (for my job). I like to learn more about most topics in computer science so I am always up for a challenge.	Reachable by discord I never check my email. I work at my job MWF 1-5 so I may be unresponsive at those times but for the most part I am highly available. Familiar with AWS, myriad of SAP products and I am pretty proficient with github. I would be able to learn more about clustering and setup/maintenance of the software side of things.	holcombes@vcu.edu 571-224-4308
James Jenkins	Enthusiasm for and experience with Linux and server operations, more free time than I ought have.	Reachable by email or Discord, will likely not respond from 10pm-7am.	jenkinsjb2@vcu.edu (540) 621-6313
Amaka Odidika	The ability to be open-minded and learn from others, computer science has also taught me to pay attention to details.	Sometimes actual text message works better for me depending on the times, usually after 9pm. I also like organization and agendas.	odidikaa@vcu.edu 240-917-6910

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Alberto Cano	<i>Faculty Advisor</i>	acano@vcu.edu
Carlisle Childress	<i>Project Advisor</i>	cgchildr@vcu.edu
Romano Woodfolk	<i>Project Advisor</i>	rmwoodfolk@vcu.edu
James Davis	<i>Project Technical Advisor</i>	jmdavis1@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](#))

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
Submit deliverables before the night they are due.	<ul style="list-style-type: none">- Set internal deadlines- Communicate frequently progress and expectations	<ul style="list-style-type: none">- Unresponsiveness from team members- Infrequent progress updates on approaching deadlines
Making the effort to inform the team members if you will be unable to attend a meeting	<ul style="list-style-type: none">- Communicate clearly what meeting dates the member will not be able to attend- Making an effort to modify the meeting time so all members may be present	<ul style="list-style-type: none">- Missing meetings with little to no notice- Not making an effort to modify the meeting within a reasonable window of time before the meeting- Repeated failure to attend meetings with no notice will be brought up with advisor
Every member should do their part pertaining to their role(s) and responsibilities	<ul style="list-style-type: none">- Every member will achieve their goals in a timely manner in order to complete all milestones on time- Making sure other members are offered help incase others are falling behind	<ul style="list-style-type: none">- Parts of the project assigned to a member are incomplete or missing- If there are multiple missing parts pertaining to a member the advisor will be informed

Each team member should provide support while also holding one another accountable.	<ul style="list-style-type: none"> - If a team member is struggling there is an effort to assist or guide. - Ensuring each team member does their part and if otherwise accountability is taken to ensure proper support can be given. 	<ul style="list-style-type: none"> - Responsibilities are not completed and there are no reasons given
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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, where you will meet, and how the meetings will be conducted. Who arranges these meetings?

See examples below.

<i>Meeting Participants</i>	<i>Frequency Dates and Times / Locations</i>	<i>Meeting Goals Responsible Party</i>
Students Only	Whenever needed within discord chat or voice if members are available for a short voice chat.	Simple day to day responsibility updates sent in the updates text channel of our discord. <i>Managed by Steven Holcombe</i>
Students Only	Voice call through Discord, in-person if necessary. Thursdays 5-6pm	Set responsibilities and goals for the week, provide updates to team on progress and setbacks, work on project. <i>James will manage the flow of the call while Steven will scribe.</i>
<i>Students + Faculty advisor</i>	Weekly Meeting with Faculty Advisor 6-6:45pm Thursdays	Weekly check in for questions on work being performed or next steps as needed. <i>Steven Will scribe and Yunus will manage the meeting times and changes</i>

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 for the client/sponsor. This person will schedule meetings, send updates, and ensure deliverables are met.

Suggested: Assign a team member to be the primary contact for faculty advisor. 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 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.

<i>Team Member</i>	<i>Role(s)</i>	<i>Responsibilities</i>
Steven Holcombe	<i>Reports Manager</i>	Take meeting notes, Update github weekly with status reports.
Yunus Bidav	<i>Logistics Manager</i>	Handle meeting times. Follow up on commitments.
Amaka Odidika	<i>Financial Manager</i>	research technical purchases and justifications for the allocated budget
James Jenkins	<i>Project Manager</i>	Coordinate communication with Faculty Advisors/Sponsor, plan meetings and establish goals for the project. Submit deliverables.

Step 5: Agree to the above team contract

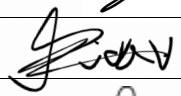
Team Member: Steven Holcombe

Signature:  _____

Team Member: James Jenkins

Signature:  _____

Team Member: Yunus Bidav

Signature:  _____

Team Member: Amaka Odidika

Signature:  _____