



**VCU** College of Engineering

# CS 25-316 - Financial Receipt Capture and Analysis System

## **Team Contract**

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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.

| <b><i>Team Member Name</i></b> | <b><i>Strengths each member bring to the group</i></b> | <b><i>Other Info</i></b>  | <b><i>Contact Info</i></b>                                     |
|--------------------------------|--|---|--|
| Will Southerland               | Organized, excellent communicator, punctual            | I'm open to new perspectives and ideas, and work best with organization and a deadline. | <a href="mailto:southerlandw@vcu.edu">southerlandw@vcu.edu</a> |
| Josh Tarongoy                  | Early starter, worker, I do things.                    | Communicates with others to ensure everyone's on the same page.                         | <a href="mailto:tarongoyj@vcu.edu">tarongoyj@vcu.edu</a>       |
| Joshua Whitchurch              | Hard-worker, punctual.                                 | I love to find creative solutions to problems and value communication with teams.       | <a href="mailto:whitchurchjm@vcu.edu">whitchurchjm@vcu.edu</a> |
| Lindsey Marandina              | Organized, Communicative                               | Open to any ideas   | <a href="mailto:marandinalc@vcu.edu">marandinalc@vcu.edu</a>   |

| <b><i>Other Stakeholders</i></b>       | <b><i>Notes</i></b> | <b><i>Contact Info</i></b>   |
|--|---------------------|--|
| Thang Dinh<br>(Faculty Sponsor)        |                     | <a href="mailto:tndinh@vcu.edu">tndinh@vcu.edu</a>                             |
| Mehul Garnara<br>(Capital One Sponsor) |                     | <a href="mailto:mehul.garnara@capitalone.com">mehul.garnara@capitalone.com</a> |

## 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><b>Culture Goals</b></i>                                     | <i><b>Actions</b></i>   | <i><b>Warning Signs</b></i>   |
|---|---|---|
| Make sure every team member is aware of progress on the project | -Communicate when work is being done, either via our Discord server or email<br><br>-Upload progress to our github repo | -Progress is not communicated<br><br>-Repo is not updated clearly                                 |
| Alert others about upcoming delays.                             | - A simple message telling the others about their schedule is enough. (I.e. Busy due to a club meeting, exam, etc.)     | - Other members will question if you have done your part of the work.                             |
| Foster an environment where all ideas are valued                | -Make sure team members who want to approach a problem their own way have the space to do so                            | -If you disagree with another team members approach, communicate it with respect and an open mind |

### 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<br/>Dates and Times / Locations</i> | <i>Meeting Goals<br/>Responsible Party</i>   |
|-----------------------------------|--|--|
| <i>Students Only</i>              | Thursdays at 6 pm, over Zoom                     | Update group on day-to-day challenges and accomplishments, progress on the project, scheduling future meetings etc |
| <i>Students + Faculty advisor</i> | Fridays at 1:30 pm over Zoom                     | Update faculty advisor and get answers to our questions  |
| <i>Project Sponsor</i>            | Fridays at 1:30 pm over Zoom                     | Update our sponsor on progress, receive feedback, hear expectations  |

### 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; leads 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.

| <b><i>Team Member</i></b> | <b><i>Role(s)</i></b> | <b><i>Responsibilities</i></b>   |
|---------------------------|-----------------------|--|
| Will Southerland          | Project Manager       | <ul style="list-style-type: none"> <li>• Facilitate communication between the group, advisors, and sponsor</li> <li>• Schedule meetings</li> <li>• Keep group members on task and make sure work is being accomplished on time</li> </ul>  |
| Lindsey Marandina         | Logistics Manager     | <ul style="list-style-type: none"> <li>• Documents meetings and goals</li> <li>• Keeps track of upcoming meetings and tasks</li> <li>• Follow up with task progress</li> </ul>   |
| Joshua Whitchurch         | Test Engineer         | <ul style="list-style-type: none"> <li>• Facilitate planning for sprints as they occur</li> <li>• Research necessary software, data mining algorithms, etc as needed and provide information to other team members</li> </ul>  |
| Josh Tarongoy             | Systems Engineer      | <ul style="list-style-type: none"> <li>• Analyzes client initial design specification and comes up with product specifications for the team.</li> <li>• Manages internal subsystems in developing prototype</li> <li>• Develops system architecture and manages product interfaces.</li> </ul> |

## Step 5: Agree to the above team contract

*Team Member:* Will Southerland

*Signature:* Will Southerland\_\_

*Team Member:* Josh Tarongoy

*Signature:* *Josh Tarongoy*

*Team Member:* Joshua Whitchurch

*Signature:* Joshua Whitchurch

*Team Member:* Lindsey Marandina

*Signature:* *Lindsey Marandina*