



VCU College of Engineering

25-334: Large Language Models (LLM) for data extraction from clinical notes

Team Contract

Prepared for
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Contents

Step 1: Get to Know Another	2
Step 2: Team Culture. Clarify the Group's Purpose and Culture Goals.	3
Step 3: Time Commitments, Meeting Structure, and Communication	4
Step 4: Determine Individual Roles and Responsibilities	5
Step 5: Agree to the above team contract	6

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
Sawiya Aidarus	Good with organization, good with communication, and planning things strategically.	<i>I'm looking forward to learning new skills and creating a project with my peers.</i>	Aidarussa@vcu.edu 612-478-2257
Connor Holden	Good with organization, quick learner, and acquainted with professional environment.	<i>I'm excited to learn more about LLMs and apply my experiences.</i>	Holdencj@vcu.edu 571-287-3963
Shashank Sinha	Very flexible, can manage time very well, and previous experience.	<i>I'm looking forward to learning new skills and working on a real-world project.</i>	Sinhas6@vcu.edu 757-271-2877
August Moses	Previous experience with topic, being able to outline project deliverables and meet them.	<i>I'm looking forward to learning how to meet the needs of the stakeholder.</i>	Mosesa3@vcu.edu 540-645-8564

Other Stakeholders	Notes	Contact Info
Faculty Advisor: Preetam Ghosh		Pghosh@vcu.edu
Sponsor: Rishabh Kapoor		Rishabh.kapoor@vcuhealth.org

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>
<i>Being on time to every meeting</i>	<ul style="list-style-type: none">- <i>Set up meetings reminders in discord</i>- <i>Send reminder e-mail the day before meeting</i>	<ul style="list-style-type: none">- <i>Student misses first meeting without notice, warning is granted</i>- <i>Student misses' multiple meetings afterwards – issue is brought up with faculty advisor</i>
<i>Informing the group of any delays in completing assignments</i>	<ul style="list-style-type: none">- <i>Weekly progress check during student meetings</i>- <i>Set reasonable deadlines and note when an extension is needed</i>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done, then a discussion would need to be had</i>- <i>Student shows up for weekly meeting with no considerable work done on multiple occasions – issue is brought up with faculty advisor</i>
<i>Have a good balance of work between members</i>	<ul style="list-style-type: none">- <i>Check weekly at meetings that every has a fair workload, make sure everyone agrees</i>	<ul style="list-style-type: none">- <i>Issues should be brought up during meetings and we can disperse work accordingly</i>- <i>Whoever feels like they aren't being heard after communicating, they can bring up issues during meeting with faculty advisor</i>

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>
<i>Students Only</i>	<i>Every other week on Thursday (6pm-7pm), On Discord Voice Channel</i>	<i>Update group on day-to-day challenges and accomplishments (Connor will record these for the weekly progress reports and meetings with advisor)</i>
<i>Students Only</i>	<i>Every other week on Thursday (6pm-7pm), in ENGR West 0101</i>	<i>Actively work on project (August will document these meetings by taking photos of whiteboards, physical prototypes, etc, then post on Discord and update Capstone Report)</i>
<i>Students + Faculty advisor</i>	<i>Every Thursday at 5 pm in Advisor's office (conference room if they can reserve)</i>	<i>Update faculty advisor and get answers to our questions (Connor will scribe; Sawiya will create meeting agenda and lead meeting)</i>
<i>Project Sponsor</i>	<i>First Friday at noon of every month If sponsor is available, we'll figure out Zoom or in person details If not, then we'll update the sponsor via email.</i>	<i>Update project sponsor and make sure we are on the right track (Connor will scribe; Sawiya will create meeting agenda and lead meeting; Shashank will present prototype so far)</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.

Team Member	Role(s)	Responsibilities
Sawiya Aidarus	Project Manager	<ul style="list-style-type: none"> - Send out weekly emails and other correspondence - Create schedule and meetings - Make sure everyone understands what is going on
Connor Holden	Logistics Manager	<ul style="list-style-type: none"> - Keep a detailed record of meeting notes and share with group - Coordinate meeting times - Follow up with communication of commitments - Obtaining information for the team - Manages facility and resource usage
Shashank Sinha	Financial Manager	<ul style="list-style-type: none"> - Keeps track of team budget - Sends in request for any additional money - Conducts pricing analysis
August Moses	Test Engineer	<ul style="list-style-type: none"> - Oversees testing and implementation - Acquires equipment and any necessary software - Oversees statistical analysis of results

Step 5: Agree to the above team contract

Team Member: Sawiya Aidarus Signature: Sawiya Aidarus
 Team Member: Connor Holden Signature: Connor Holden
 Team Member: Shashank Sinha Signature: Shashank Sinha
 Team Member: August Moses Signature: August Moses