Project #CS-302 - VCU Nursing Tablet-based Application for Patient Review of Past Visit Information

Team Contract

Prepared for

Jered Wendte and Lana Sargent

VCU School of Nursing

By

Prakash Chatlani, Isaiah Hill, Angela Tran, Rachel Farzan

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Contents

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
Isaiah Hill	Organized, detail-oriented, great communicator, creative	Just finished internship at SEO content creation and about to start a coding bootcamp for front-end development	hillis@vcu.edu
Rachel Farzan	Organized, detail-oriented, conscientious	Double major in art and computer science; internship at AARP where learned Agile methodologies	farzanrl@vcu.edu
Angela Tran	Quick learner, ambitious, communication	In a VIP – software for social good. Creates affordable software for clients	tranan7@vcu.edu
Prakash Chatlani	Organized, quick learner	Had an internship where learned good software engineering practices	chatlanipr@vcu.edu

Other Stakeholders	Notes	Contact Info
Dr. John Leonard - Faculty Advisor	*Available on Thursdays (no classes that day)*	*Email: jdleonard@vcu.edu* *Discord: jleonard99*
Dr. Lana Sargent	*Has the Mobile Health and Wellness Program (MHWP) on Thursday mornings*	Email: lsargent@vcu.edu
Jered Wendte	*N/a*	wendtej@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
Accountability/Equal Contributions	- Task distribution (Jira) - Progress checks during meetings (Jira)	- Student does not do their tasks/work - Student does not update Jira board
Attendance	- Set reminders about meetings - Communicate	- 2 unexcused absences
Responsiveness (text – 24 hours; discord – 48 hours)	- Enable notifications for Discord - Mention (@) people for responsiveness - Text through phone number	- Student gets a warning for no responsiveness - 3 warnings and then have a student group conversation

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 at 4:45pm in library	Actively work on project, discuss goals
Students + Faculty advisor	As needed – will join in our Thursday meetings when necessary	Update Dr. Leonard on progress and ask any questions
Project Sponsor	*Meet once a month;* *Will have three meetings in the coming two weeks:* *Meeting 1 - individual team meetings* *Meeting 2 - redcap overview for all* *Meeting 3 - site visit*	*Update project sponsor and make sure we are on the right track*

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. – Rachel

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. – Prakash

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. - Prakash
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. - Isaiah
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. - Isaiah
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. - Angela
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. - Rachel
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. - Angela

Team Member	Role(s)	Responsibilities
Rachel	Test Engineer Sponsor Communication Leader	- 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. - Communicates with sponsor
Prakash	Project Manager Faculty Advisor Communication Leader	- 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. - Communicates with faculty advisor
Isaiah	Logistics Manager Financial 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 - researches/benchmarks technical purchases and acquisitions - conducts pricing analysis and budget justifications on proposed purchases - carries out team purchase requests - monitors team budget.
Angela	Systems Engineer Manufacturing Engineer	- Ensures the project fulfills the project's specifications - 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. - 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

Step 5: Agree to the above team contract

Team Member: Prakash Chatlani   *Signature: Prakash Chatlani*

Team Member: Isaiah Hill   *Signature: Isaiah Hill*

Team Member: Angela Tran   *Signature: Angela Tran*

Team Member: Rachel Farzan   *Signature: Rachel Farzan*