



VCU

College of Engineering

CS 25-304 SON Researcher **Team Contract**

Prepared for
Dr. Lana Sargent
VCU School of Nursing

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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 |
|-------------------------|--|---|--|
| William Meredith | Backend design Leadership Project design | Good communication skills, willing to work with anyone regardless of skill level | meredithw@vcu.edu wgmredith@outlook.com |
| Haley Vivian | Design Documenting Writing Illustration Organization | Some basic experience with Figma, Quarto. Good communication skills, organized, open-minded. | vivianhe@vcu.edu haleyvivian16@gmail.com |
| Edson Decker | Coding Design Writing Illustration | Some experience with a variety of programming languages. Good communicator. Proactive attitude. | deckere2@vcu.edu |
| Alex Davidkov | Designing UI prototype using Figma. | Good communication skills, Detailed oriented. Good skills in using Figma. | davidkovak@vcu.edu alex davidkov3@gmail.com |

| Other Stakeholders | Notes | Contact Info |
|-----------------------------------|--|--|
| Faculty Advisor: John Leonard | Meets with the students on the project and will give advice on how to proceed and how to interpret the wants from the sponsor. | jleonard@vcu.edu |
| Project Sponsor: Dr. Lana Sargent | Will provide the framework for use in implementation of project and convey what is needed from the students | lsargent@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> |
|--|--|--|
| <i>Being on time for every meeting.</i> | <ul style="list-style-type: none">- <i>Set up meetings in shared Discord</i>- <i>Send a reminder message a day before the meeting.</i> | <ul style="list-style-type: none">- <i>Student misses first meeting, warning is granted</i>- <i>Student misses meetings afterward – the issue is brought up with the faculty advisor</i> |
| <i>Informing the group of any delays in completing assignments.</i> | <ul style="list-style-type: none">- <i>Stay up to date with each other's project responsibilities</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</i> |
| <i>Respecting each team member's abilities and supporting each other in a positive way</i> | <ul style="list-style-type: none">- <i>Expectations of communicating when struggling</i>- <i>Staying professional, mindful of words and actions to other team members</i> | <ul style="list-style-type: none">- <i>Project members have a severe lack of communication and not working together with other group members</i>- <i>Project member seems agitated with others' abilities, can bring this up to faculty members and other group members to get them back on track</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>Frequency: Once a week Time: Thursday evenings Location: Over Zoom or Discord</i> | <i>Check-in/progress update, discuss weekly goals, aid in struggle points (Haley will take notes of all meetings)</i> |
| <i>Students + Faculty advisor</i> | <i>Frequency: Once a week Time: Thursday evenings Location: Zoom</i> | <i>Help understand the requirements of the project sponsor and give suggestions and ways of implementing said requirements, give general background knowledge on the project (Haley will take notes of all meetings)</i> |
| <i>Project Sponsor</i> | <i>Frequency: Once a month / irregularly, whenever needed Time: As needed Location: Zoom</i> | <i>Regular updates on progress and presentation of prototypes Get an understanding of what the deliverables are and what the departments need (Haley will take notes of all meetings)</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> |
|---------------------------|--|--|
| <i>William Meredith</i> | <ul style="list-style-type: none"> - Database Leader - Backend Developer - Test Engineer - Docker Implementation | <ul style="list-style-type: none"> - Develop an understanding of the RedCap database and work with other students/project members to make sure all elements of our project can interact with the required data. - Implement back-end design for project - Establish test protocols and schedules, oversee experimental design - Build out a Docker container that will host the project files / database |
| <i>Alex Davidkov</i> | <ul style="list-style-type: none"> - Design front-end using HTML and CSS. | <ul style="list-style-type: none"> - Design the front-end look of the web application. - Use HTML and CSS to create the UI. - Test application as needed. |
| <i>Edson Decker</i> | <ul style="list-style-type: none"> - Database Engineer - API Technician | <ul style="list-style-type: none"> - Create and populate database prototypes - Oversee and implement API for Redcap medical data into web application |
| <i>Haley Vivian</i> | <ul style="list-style-type: none"> - Data Analyst - Logistics Manager | <p>Analyze and design dashboards and data figures to be utilized within the project. Oversees experimental design, test plan, procedures and data analysis.</p> <p>Coordinate all internal and external interactions, following up on communication of commitments, obtaining information for the team; documents meeting minutes</p> |

Step 5: Agree to the above team contract

Team Member: Alex Davidkov

Signature: Alex Davidkov

Team Member: William Meredith

Signature: William Meredith

Team Member: Edson Decker

Signature: Edson Decker

Team Member: Haley Vivian

Signature: Haley Vivian