



VCU

College of Engineering

CMSC 25-305 Reptiledb

Team Contract

Prepared for
Dr. Peter Uetz
VCU Life Sciences

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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>
Elyse O'Rahilly	Communication and follow through. Good at keeping track of deadlines and setting goals. Flexible and works well under pressure.	Java, Python, C, HTML.	orahillyek@vcu.edu (703)-999-2286
Sanie Fragata	Keeps team organized and on task. Problem solver, creative thinking.	SQL, Java, Python, C, HTML	fragatas@vcu.edu (540) -850-8704
Joshua Grove	Diligent. Prior Experience with SQL Database creation and group projects.	Python, SQL, Java, C programming experience. Dabbles in writing.	groveje@vcu.edu (540)-205-4643
Nathaniel Grove	An optimistic attitude and focus on group morale. Willing to make time for any unexpected concerns.	Python, SQL, Java, C. Experience programming robots.	grovenj@vcu.edu (540) 634-0453

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Faculty Advisor: Dr. Leonard	Most available Thursday afternoons/ Tuesday afternoons 1:00-7:00	jdleonard.vcu.edu

Sponsor: Dr. Peter Uetz	Accomplished reptile biologist, currently maintains and updates COL and the database by hand	uetz.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>
Showing up to every meeting	<ul style="list-style-type: none">- Share meeting scheduling in group discord.- Check discord on a regular basis to keep up with meeting schedule	<ul style="list-style-type: none">- Student misses first meeting, they are hazed- Student misses other meetings, action will be taken at the discretion of the advisor
Let the group know if any assignments could potentially be delayed.	<ul style="list-style-type: none">- Stay up to date with each other's project responsibilities- Set reasonable deadlines and note when an extension is needed	<ul style="list-style-type: none">- Student misses group work deadlines without notifying the group within 24hrs, they will have 24hrs to makeup the work
Contributing or working towards the project on a timely manner	<ul style="list-style-type: none">- Make sure to work on assigned task	<ul style="list-style-type: none">- 1st warning Student does not contribute or does not submit their tasks will meet personally to discuss better goals/management

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	Thursdays at 6:00 pm via zoom https://vcu.zoom.us/j/83924809454	Update group on day-to-day challenges and accomplishments. Discuss goals and future milestones.
Students Only	Checking the discord chat channel regularly to keep up with progress, and additional meetings will be scheduled as the need arises.	Information or updates that are not urgent can be posted in the discord chat and every student will check in at least a few times a week. Additional meetings will be scheduled in advance and everyone will be expected to show up at the agreed upon time.
<i>Students + Faculty advisor</i>	As needed, Dr. Leonard has eight capstone projects but has blocked time in order to be available for us	Update faculty advisor and get answers to our questions
<i>Project Sponsor</i>	As milestones are reached	Report progress and get the sponsor's input on prototypes as they are developed

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>
Elyse O’Rahilly	Project Manager, Systems Engineer	<ul style="list-style-type: none"> -Primary contact for the sponsor and faculty advisor -Maintains discord and schedule for meetings -Keeps the minutes for meetings and updates in the appropriate channels -Maintains environment for team members -Developing and maintaining working prototype
Sanie Fragata	Systems Engineer Test Engineer	<ul style="list-style-type: none"> - First to test any new features implemented in the database - Will stress test new features and give feedback/suggestions to fix -Helps implement and design new features that will be added to database
Joshua Grove	Financial Manager, Assistant Systems Engineer	<ul style="list-style-type: none"> -Helps discover required purchases. -Keeps track of budget -Assists with internal interactions -Helps implement and design new features that will be added to database
Nathaniel Grove	Systems Engineer, Logistics Manager	<ul style="list-style-type: none"> -Coordinates efforts between team members. -Obtains and collates information to be shared within the team. -Fosters cooperation within the group. -Helps implement and design new features that will be added to database

Step 5: Agree to the above team contract

Team Member: Sanie Fragata *Signature:* ____*Sanie Fragata*____

Team Member: Elyse O’Rahilly *Signature:* ____*Elyse O’Rahilly*____

Team Member: Joshua Grove *Signature:* ____*Joshua Grove*____

Team Member: Nathaniel Grove *Signature:* ____*Nathaniel Grove*____