CS 25-307 AGIE Follow-On
Team Contract

Prepared for

Susan Kornstein

VCU Health

By

Sofanyas Genene, Nahome Kifle, Stef Henry, and Alina Minor

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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*
Stef Henry	communication, time management, adaptability	I appreciate the chance to engage with others and contribute. I am also willing to help if someone is struggling with a certain task. Experienced in React and currently learning SQL this semester. Also proficient in other web development tools.	henrys5@vcu.edu
Alina Minor	Organizational and documentation skills, managing logistics, and communication	I love learning new concepts, languages, and technological competencies to enhance my skills. Frontend is my favorite! I have some experience in HTML, JavaScript, CSS, Java, and Python.	minora3@vcu.edu
Nahome Kifle	works well in a group, listens and can input opinions, adaptable, hard working	I am excited to learn new things through this project. I am most experienced in Java, I have experience in SQL and other areas, I enjoy learning from other people and their experiences as well.	kiflenm@vcu.edu
Sofanyas Genene	Structure, accountability, eagerness to learn, and communication	Most experienced in Java and SQL but have a willingness to pick up any new skills. Currently interested in learning about APIs and Microservices	genenes@vcu.edu

Other Stakeholders	*Notes*	*Contact Info*

Faculty Advisor John Leonard	*Faculty advisor and lead sponsor for our project, ensure to contact ahead of time if necessary to meet on Thursday at 6 PM*	jdleonard@vcu.edu
Sponsor Susan Kornheim	*Sponsor on the side of VCU Health for our project*	susan.kornheim@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)

Culture Goals	Actions	Warning Signs
Punctuality	- *Set up meetings and schedule tasks in shared calendar on Google Sheets* - *Text reminders before our meetings*	- *If a member misses more than one meeting, a warning is given* - *If a member misses more than two meetings, the member must talk to the faculty advisor*
Informing the group of any delays in completing assignments	- *Stay up to date with each other's project responsibilities* - *Set reasonable deadlines and note when an extension is needed*	- *Student shows up for weekly meeting with no considerable work done*
Clear communication on Task Progress	*- Schedule brief daily or weekly check-ins to update on task progress.* *-Foster an open environment where challenges can be discussed without judgment.*	*- Team members do not provide updates or only provide vague responses when asked about progress.* *- Team member's tasks frequently fall behind without prior notice.*

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 the 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(All group members)*
Students Only	*Every Thursday. at 6pm at library and/or zoom*	*Actively work on project(All group members)*
Students + Faculty advisor	*Every other Thursday in Advisor's office, Cabell Library, or Zoom at 6 PM*	*Update faculty advisor, get answers to our questions, and share progress made(Alina is responsible for advisor contact, will record meetings, and other members can ask questions as needed)*
Project Sponsor	*First Thursday of each month If sponsor is available, we'll figure out Zoom or in person details If not, then we'll update the sponsor via email.*	*Update project sponsor and make sure we are on the right track(Sofanyas is responsible for the project sponsor contact, and other members can ask questions as needed)*

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. (Sofanyas)

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. (Alina)

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
Stef Henry	front-end, reports	- responsible for building weekly reports - make updates/changes to user interface - design
Sofanyas Genene	Back-end (API development & Dockerization)	- Research ways (likely numerous APIs from academic databases) to scrape data - integrate some sort of AI API to parse and summarize data - upload data to database so it can be accessed and printed out in the UI by front-end team - Dockerize application
Alina Minor	Project manager, group communication	-Keep a record of responsibilities, tasks, and calendar schedule -Develop schedule for project and ensure that tasks are completed on time -Review and monitor individual action items -Ensure the procurement of required items and that all deliverables are turned in -Work together with group to research and assist on tasks
Nahome Kifle	back-end database management	-look into the existing database and Sql code -find a way to integrate our ideas into the existing database -construct a scraper for the pubmed website and the open web - work with the group to develop an AI that works with the scraper to find and organize data

Step 5: Agree to the above team contract

Team Member: Nahome Kifle   *Signature: _____Nahome Kifle_____*

Team Member: Sofanyas Genene   *Signature: _____Sofanyas Genene_____*

Team Member: Stef Henry   *Signature: _____Stef Henry_____*

Team Member: Alina Minor   *Signature: _____Alina Minor_____*