



VCU

College of Engineering

CS 25-308

SBSD Web Prototype and GPT

Team Contract

Prepared for

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Diversity

By

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Date: September 6, 2024

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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
Zach Dellimore	Web development experience, AI development experience, Industry experience	I enjoy coding and make lots of personal projects for fun. AI is something I've been wanting more experience with.	dellimorez@vcu.edu 540-394-8593
Victor Olivar	I have experience in AI making machine learning about stocks and data analysis.		olivarvf@vcu.edu
Jacobo Ceballos	I keep people on track and will make sure we are staying on task, not leaving things to the last minute. Discipline, web development experience, I have experience building and deploying AI models. Full stack programming experience	I'm looking forward to working on this project. Over the summer I worked on both web development and AI projects so I hope to bring some of that experience into the table.	ceballosj@vcu.edu 804-418-1199
Nate Swetlow	Good with many different coding languages as well as a background in data analytics.	I like to work on coding projects related to finance and data. I have experience with Tableau too.	Swetlownt@vcu.edu 703-582-2759

Other Stakeholders	Notes	Contact Info
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<i>John Leonard</i>	<i>Met with Prof Leonard on 9/5 did a brief overview of the project and the path we are going down.</i>	jdleonard@vcu.edu
<i>Willis Morris</i>	<i>Sent out an email to set up a meeting with Mr. Morris and go over the project.</i>	Willis.Morris@sbsd.virginia.gov

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>Teamwork</i>	<ul style="list-style-type: none">- <i>Help each other with work</i>- <i>provide assistance to work you may know</i>- <i>Step up for each other.</i>	<ul style="list-style-type: none">- <i>Student need to contribute or else a warning</i>- <i>If student fail to contribute at least once a week, it'll be a warning.</i>
<i>Open Communication</i>	<ul style="list-style-type: none">- <i>Keep team informed on your tasks status</i>- <i>Ask for help if you need it</i>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done</i>- <i>Team members feel out of the loop consistently on the status of other team members task</i>
NO PROCRASTINATION	<ul style="list-style-type: none">- stay on top of all due dates- absolutely no late turn ins- work ahead of schedule and not leave things for the last minute	<ul style="list-style-type: none">- if we miss a due late, there will be a team meeting to discuss time management- if we somehow miss two due dates, meeting with advisor to seek guidance

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>As Needed, On Discord Voice Channel</i>	<i>Update group on day-to-day challenges and accomplishments (Zach will summarize these for the weekly progress reports and meetings with advisor)</i>
<i>Students Only</i>	<i>Every Thursday, in library or discord if no in person spaces available</i>	<i>Actively work on the project and update the team on what we accomplished that week. (Zach will document these meetings by taking photos of whiteboards, documents, etc, then post on the Discord channel and update Capstone Report)</i>
<i>Students + Faculty advisor</i>	<i>Once or twice a month on Thursdays at, or around, 6:00pm via Discord</i>	<i>Update faculty advisor and get answers to our questions (Zach will scribe; TODO will create meeting agenda and lead meeting)</i>
<i>Project Sponsor</i>	<i>Once or twice a month, via Zoom/Google Meet. If we need to update meeting times we will update the sponsor via Email</i>	<i>Update project sponsor and make sure we are on the right track (Zach will scribe; TODO will create meeting agenda and lead meeting; Team will present project developments)</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

TODO: 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.

TODO: 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>
Nate	Researcher Design	<ul style="list-style-type: none"> Coordinates all tasks and ensures deadlines are met. Breaks down the project into manageable tasks. Analyzes information and presents findings to the group.
Victor	Test Engineer	<ul style="list-style-type: none"> Main responsibility is to make sure the final project is stable, reliable, and of high quality. Test planning to analyze what the project's requirement for testing Test execution to find bugs and issues and report it to the group and also to ensure that the changes don't affect the previous working functions.
Zach	Systems Engineer	<ul style="list-style-type: none"> Takes notes on client design specifications and will create presentations/notes on our product specification. Plan out system architecture and how each system will interact with each other in compliance with the EO 30.
Jacob	Project Manager	<ul style="list-style-type: none"> Keeping the group on task, coordinated and up to date with all the information from advisor and sponsor Making sure that all the deliverables are on time Ensuring that everyone is doing their fair share time management, financial budget, planning and defining scope

Step 5: Agree to the above team contract

Team Member: Zach Dellimore Signature: Zachariah Dellimore

Team Member: Jacobo Ceballos Signature: Jacobo Ceballos

Team Member: Nate Swetlow Signature: Nathan Swetlow

Team Member: Victor Olivar Signature: Victor Olivar