



VCU College of Engineering

CS 25-313, Gamification of Extracurricular
Participation in CS
Team Contract

Prepared for
Luke Gusukuma
VCU College of Engineering

By
Chase Taylor, Jason Black, Tayah Mezick, Vy Luu

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Contents

Step 1: Get to Know Another	2
Step 2: Team Culture. Clarify the Group's Purpose and Culture Goals.	3
Step 3: Time Commitments, Meeting Structure, and Communication	4
Step 4: Determine Individual Roles and Responsibilities	5
Step 5: Agree to the above team contract	6

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>
Vy Luu	Organization, Arranging meetings, Like to plan ahead	Procrastinates sometimes until the last minute, strict on deadlines	school: luuvt@vcu.edu number: (571)-382-0504
Tayah Mezick	Creativity, strong desire to get the project done in a timely manner.	Has a part time job and other outside responsibilities.	School: mezickts@vcu.edu Number: 757 784 7042
Jason Black	public speaking, can focus intensely when on a deadline	Procrastinates, almost always available	School: blackjm4@vcu.edu Number: 804 245 0378
Chase Taylor	Communications, Unorthodox thought process (outside the box), UI expert	Procrastination, good at following plans, bad at making them.	school email: taylorac3@vcu.edu Number: 804 704 4781

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Sponsor/ Advisor: Luke Gusukuma		gusukumals@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 to every meeting</i>	<ul style="list-style-type: none">- <i>Send reminder email/text message a day before meeting and day of meeting</i>	<ul style="list-style-type: none">- <i>Student misses first meeting, warning is granted</i>- <i>Student misses meetings afterwards – issue is brought up with 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>- <i>Update team members on discord about delay</i>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done</i>- <i>Student missing multiple deadlines – issue is brought up with faculty advisor</i>
<i>Communication and taking initiative with deadlines</i>	<ul style="list-style-type: none">- <i>Acknowledge members when reached out in regards to deadlines/milestones</i>	<ul style="list-style-type: none">- ...

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>Every Friday @1:30pm, Discord</i>	<ul style="list-style-type: none">- <i>Update group on day-to-day challenges and accomplishments (Avery will record these for the weekly progress reports and meetings with advisor)</i>- <i>Post in the discord/ take photos/notes on progress</i>
<i>Project Sponsor</i>	<i>Friday every other week @1:30pm, Zoom</i>	<i>Update project sponsor and make sure we are on the right track (Jason will scribe; Vy will create meeting agenda and lead meeting; Chase will present prototype so far)</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>Vy Luu</i>	<i>Project Manager</i>	<ul style="list-style-type: none"> ● <i>Keep a detailed record of meeting notes and share with group</i>

		<ul style="list-style-type: none"> • <i>Send out weekly emails and other correspondence</i> • <i>Make sure everyone understands what is going on</i> • <i>Keep updates of project progress</i> • <i>Set up meetings</i> • <i>Oversee/providing resources all aspects when needed</i>
Chase Taylor	Test Engineer	<ul style="list-style-type: none"> • <i>Check quality of project</i> • <i>Document current and past data/issues</i> • <i>Oversees Github repository</i>
Tayah Mezick	Financial Manager	<ul style="list-style-type: none"> • <i>Take financial account of funding</i> • <i>Request from advisor when needed</i>
Jason Black	Logistics Manager	<ul style="list-style-type: none"> • <i>Interact with internal and external parties</i> • <i>Scribe notes during meetings with members/advisors</i> • <i>Note usage of resources</i>

Step 5: Agree to the above team contract

Team Member: Chase Signature: Chase Taylor

Team Member: Vy Signature: Vy Luu

Team Member: Jason Signature: Jason Black

Team Member: Tayah Signature: Tayah Mezick