VCU College of Engineering

CS 25-315 Emotion Recognition in Developer Meetings Using Advanced AI

Team Contract

Prepared for

Company Contact/Mentor

Sponsor Organization

By

Team Members

Aryan Rathi

Philip Leake

Youssef Bahloul

Theus Frase

8/29/2024

Contents

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
Aryan Rathi	I enjoy being punctual when it comes to assignments and deadlines. The sooner the better. I enjoy doing the most when it comes to my part of the assignment, expecting my teammates to do the same.	N/A talked with my group about my skillset!	rathia@vcu.edu
Philip Leake	I enjoy problem solving and excel at staying on top of work.	Talked with group	leakepa@vcu.edu
Youssef Bahloul	Encouraging discussion. Being proactive. Organizing and prioritizing tasks. Python.		bahlouly@vcu.edu
Theus Frase	Some natural language processing and machine learning experience		frasecm@vcu.edu

Other Stakeholders	Notes	Contact Info
Kostadin Damevski	Meeting 12-1 every Wednesday. Both sponsor and Faculty Advisor	kdamevski@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)

Culture Goals	*Actions*	*Warning Signs*
Collaboration	Team members actively engage in open communication, share diverse perspectives, and leverage each other's strengths to achieve common goals. For example, during brainstorming sessions.	Communication becomes stunted and members work independently without seeking input or collaboration from others, leading to missed opportunities and misunderstandings.
Accountability	Team members take ownership of their responsibilities, meet deadlines, and support one another in achieving their goals. For example, when our team faces challenges, team members work together in order to solve the issues and ensure success.	Accountability is not there, leading to missed deadlines, finger-pointing, and a lack of progress on commitments, ultimately hindering our team's progress and success.
Innovation	The team fosters a culture of continuous improvement and involvement, where members encourage and welcome new ideas. For example, during problem-solving sessions.	Resistance to change or a fear of failure stifles creativity, and team members become hesitant to suggest or experiment with new ideas.

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 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
Students Only	Wednesday at 2 in the library	Actively work on the project and update the plan for the week.
Students + Faculty advisor	Every Wednesday at 12 pm - 1pm in the second floor ERB.	Update faculty advisor and get answers to our questions. (Take notes during meeting; record the advisor's suggestions)

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.

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.

Common Leadership Roles for Capstone

- **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.
- **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.
- **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.
- **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.
- **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.
- **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*
Youssef Bahloul	Project Manager	✔ Delegate tasks ✔ Develop schedule

		✔ Run meetings
Philip Leake	Logistics Manager & Github Engineer	✔ Coordinates interactions ✔ Lead in establishing contact ✔ Obtaining information for the team ✔ Documents meeting minutes ✔ Manages facility and resource usage.
Theus Frase	Financial Manager	✔ Researches technical purchases and acquisitions ✔ Conducts pricing analysis and budget justifications ✔ Carries out team purchase requests ✔ Monitors team budget.
Aryan Rathi	Systems/Test Engineer	✔ Analyzes Client initial design specification ✔ Develops and recommends system architecture ✔ Oversees experimental design, procedures and data analysis ✔ Acquires data acquisition equipment and software ✔ Establishes test protocols and schedules ✔ Oversees statistical analysis of results ✔ Leads presentation of experimental finding and resulting recommendations.

Step 5: Agree to the above team contract

Team Member: Philip Leake   *Signature: ___Philip Leake___*

Team Member: Aryan Rathi   *Signature: ___Aryan Rathi___*

Team Member: Theus Frase   *Signature: ___Theus Frase___*

Team Member: Youssef Bahlou   *Signature: ___Youssef Bahloul___*