



VCU

College of Engineering

CS 25-317 Reminder App with Zoom and Telehealth Integration for Improved Independence for TBI/PTSD Patients

Team Contract

Prepared for
Kristie Yelinek
Quality of Life+

By

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Date

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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>
Rebecca Browder	Organization, Communication, and Open-mindedness	I enjoy creative projects and activities.	browderrj@vcu.edu
Aryan Garg	Communication, Dedication, and Flexibility	I enjoy being a part of a team and meeting new people.	garga8@vcu.edu
Lavale Butterfield	Communication, time-management, and problem solving	I enjoy making projects and being a part of a team.	butterfieldl@vcu.edu
Parker Dizon	Adaptability, Positive, and Determination	I enjoy meeting new people and learning new information to create new projects.	dizonpr@vcu.edu

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Tamer Nadeem	Technical Advisor.	tnadeem@vcu.edu
Kristie Yelinek,	Project Sponsor, Facilitator between client	kristie.yelinek@qlplus.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](#))

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
Being on time	<ul style="list-style-type: none">- Meeting times are added to group Calendar- Reminder message sent day of meetings	<ul style="list-style-type: none">- Student is late consistently - Student is issued a warning.- Student misses meetings without explanations - Issue is brought up with the professor.
Work split-up evenly	<ul style="list-style-type: none">- Ensure that nobody does too much work- Keep in contact with team members to make sure everyone is able to complete their work	<ul style="list-style-type: none">- A student works a lot longer than other people in the group- A student takes a lot less time to complete their task than others
Contribute strengths and learn from other team members.	<ul style="list-style-type: none">- Continuously learn from team members by asking questions.	<ul style="list-style-type: none">- Not communicating effectively- Not putting in effort

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	As Needed, On Discord Voice Channel	Update group on day-to-day challenges and accomplishments (Parker will record the information that we go over to keep faculty advisor updated in meetings)
Students Only	Every Thursday after 2:30PM in the Cabell Library	Actively work on project (Parker will record necessary information for future meetings and keeping the faculty advisor up to date)
Students + Faculty advisor	Thursdays 12:00-12:30 either on Zoom or in-person in ERB 2330	Update faculty advisor and get answers to our questions (Parker will take down meeting notes)
Project Sponsor/Client	Bi-weekly on Zoom Time: TBD	Update project sponsor, make sure we are on the right track, and ask questions about what the client would want (Parker will take down meeting notes)

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>
Rebecca Browder	Logistics Manager/System Engineer	<ul style="list-style-type: none"> - Organize meetings, obtaining information for the team, establishing contact with outside organizations - Analyzes Client design specifications, recommends system architecture and manages product interfaces
Parker Dizon	Recorder/Financial Manager/Test Engineer	<ul style="list-style-type: none"> - Keep a record of meeting notes, what was accomplished, who's doing what - Research what purchases/subscriptions we may need to complete the project - Tests for errors or bugs and ensure that the product is functioning how it should after lead tester
Lavale Butterfield	Lead Test engineer/Project Manager	<ul style="list-style-type: none"> - Test for bugs and make sure the product is functioning correctly. - Make sure deadlines are met.
Aryan Garg	Project Manager/System Engineer	<ul style="list-style-type: none"> - Write a schedule for the team - Oversee team - Make specifications for designs

Step 5: Agree to the above team contract

Team Member: Aryan Garg

Signature: Aryan Garg

Team Member: Lavale Butterfield

Signature: Lavale Butterfield

Team Member: Parker Dizon

Signature: Parker Dizon

Team Member: Rebecca Browder

Signature: Rebecca Browder