CS 25322 AI generated planning insights powered by Clickstream data

Team Contract

Prepared for

Mahesh Nair / Thomas Gyeera / Tyler Jordan / Emily Corxall

Capital One

By

Priya Choudhary

Bindi Patel

Carissa Trieu

Ivan Emdee

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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
Bindi Patel	Outgoing, willing to hear others' ideas, organized, JAVA, Python	interested in cybersecurity, has worked on web design (HTML, CSS, JavaScript)	(540)9053849 patelb10@vcu.edu
Priya Choudhary	communication, organized, timely, C, Python, Java, PyCharm	Experience with frontend applications, mostly proficient in C and Linux environments, but has experience with Java and python	(703)7315361 choudharyp2@vcu.edu
Carissa Trieu	Organization, Java, Python, Communication	Interest in data science, experience with Python from VIP, also comfortable with Java	(804)6645277 trieuc3@vcu.edu
Ivan Emdee	Java, Flexible, Making diagrams,	Hoping to become a software engineer, in the process of learning other languages	(804)2452593 emdeein@vcu.edu

Other Stakeholders	Notes	Contact Info
Thomas Gyeera	To get started, I would like for you guys to do some research on articles on related topics and previous research that has been done on this topic. summarize them and understand them so that they can help with your project proposal. you can expect research to also be sent from me to assist. you can expect to see the syllabus by the end of the weekend. So far I am happy with how prepared you guys were for the meeting today.	gyeeratw@vcu.edu

Mahesh Nair Tyler Jordan Emily Croxall	Initial meetings with the team have shown us that you all have a lot of energy and are very engaged with the project. The team came prepared with questions and left the meeting with a clear path forward and action items.	mahesh.bahulleyannair@capitalone.com tyler.jordan@capitalone.com emily.croxall@capitalone.com

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
Being on time	- Use the group chat to remind/coordinate meeting times. - Notify the group in advance if a scheduled time doesn't work or if you'll be missing a meeting. - Take responsibility for catching up on what was missed if absent.	- text if a date/time doesn't work for you or if you will be missing a meeting. - your responsibility to get updated on what was missed in the meeting
Mondays at 7pm will be dedicated to setting weekly goals and assigning tasks (meetings as needed)	- Review deliverables for the week and create an action plan. - If there are no immediate deliverables, focus on the next steps for project development.	Missing multiple meetings without prior notice or explanation Not responding to messages about scheduling or updates Not participating in discussions or decision-making
Thursday's at 6 PM will be dedicated to a group status update	- Follow agile principles: update what was done during the week, create an agenda for Friday's meeting with Mentors - Set reasonable deadlines and note when an extension is needed	- Student shows up for weekly meeting with no considerable work done - The student doesn't update the group
Records for each group member	- A Google doc that will be updated each meeting	- The scribe forgets to update the doc

	with information on what each team member plans/has accomplished - every meeting the scribe is rotated	
Everyone contributes	- Every team member is responsible for their assigned tasks and should actively contribute to the group's progress. - Share ideas and participate in discussions, brainstorming, and decisionmaking. - Offer help when needed and collaborate to keep the project moving forward.	- Some team members consistently taking on more work while others contribute less. - Repeatedly missing deadlines or failing to complete tasks without a valid reason. - Little to no engagement in meetings or discussions.

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 Facetime or normal phone call, Zoom if screen sharing	Update group on daytoday challenges and accomplishments

Students Only	Every Thursday, in the library during normal lab time (if possible), Mondays as needed at 6/7pm	Actively work on the project
Students + Faculty advisor	As need in Room E4242 or virtually	Update the faculty advisor and discuss any questions
Project Sponsor Tyler Jordan Emily Croxall	Every Friday at noon can cancel if no topics are needed We will use the Zoom link provided by mentors in EduSourced	Help the team with project requirements and possibly technical questions throughout the duration of the project.

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 subsystems 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*
Priya Choudhary	Project Manager	• Keep a detailed record of meeting notes and share them with the group • creates an environment where team members are respected • develops the overall schedule for the project • writes agendas and runs meetings
Carissa Trieu	Test Engineer	• Oversee project design, test plan, procedures, and data analysis • Establish test protocols and schedules • Lead presentation of recommendations and results
Bindi Patel	Logistics & Financial Manager	• Primary contact with advisors (updating them, etc) • Record meeting minutes • Handles the research/comparison of purchases • Responsible for keeping track of the team budget
Ivan Emdee	Systems Engineer	

		● Analyze the client's initial designs to come up with a prototype ● Oversee the development of subsystems ● Recommend system architecture and manage product interface

Step 5: Agree to the above team contract

Team Member: Priya Choudhary   *Signature: Priya Choudhary*

Team Member: Carissa Trieu   *Signature: Carissa Trieu*

Team Member: Bindi Patel   *Signature: Bindi Patel*

Team Member: Ivan Emdee   *Signature: Ivan Emdee*