



VCU

College of Engineering

CS 25-323 Modular Feedback

Team Contract

Prepared for
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Capital One

By
Team Members
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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
<i>Ahmed Salih</i>	<i>Object-Oriented programming, SQL, Scrum Methodology</i>	<i>I'm good at learning things so I can fill roles.</i>	salih@vcu.edu
<i>Owen Cupps</i>	<i>Strengths in Java and C, mathematics, problem solving</i>	<i>I like working in teams and I'm a friendly guy. I enjoy learning new things and overcoming challenges.</i>	cuppsos@vcu.edu
<i>Ethan Scott</i>	<i>Programming in Java and C, great communicator</i>	<i>well-rounded and a good team worker</i>	scottea3@vcu.edu
<i>Bao Do(Will)</i>	<i>Web development, css, php, react. Fluent in SQL Queries and databases</i>	<i>always eager to face new experiences and challenges</i>	dob2@vcu.edu

Other Stakeholders	Notes	Contact Info
<i>Hong-Sheng Zhou</i>	<i>Faculty Advisor</i>	hszhou@vcu.edu
<i>Mahesh Nair</i>	<i>Sponsor</i>	mahesh.bahulleyannair@capitalone.com
<i>Jonathon Headley</i>	<i>Assisting Sponsor</i>	jonathon.headley@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](#))

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
<i>Meeting in person at least once per week</i>	<ul style="list-style-type: none">- <i>Text group the day of meetings with topics of discussion</i>- <i>Inform each other of our availabilities prior to 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>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done</i>
<i>Respectful and Open Communication</i>	<ul style="list-style-type: none">- <i>Actively listen to others without interrupting.</i>- <i>Use constructive language when giving feedback, focusing on the work, not the individual.</i>- <i>Be mindful of different perspectives and resolve disagreements professionally.</i>	<ul style="list-style-type: none">- <i>Team members interrupt others or dismiss ideas without consideration.</i>- <i>Conversations become personal or confrontational rather than focused on the project.</i>- <i>One or more members become quiet or withdrawn during discussions.</i>

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 or Zoom</i>	<i>Update group on day-to-day challenges and accomplishments (Ahmed will record these for the weekly progress reports and meetings with advisor)</i>
<i>Students Only</i>	<i>Every Tuesday and/or Thursday at least an hour before our allotted class time, in the Computer Lab of Engineering West Hall</i>	<i>Actively work on project (Ahmed will document these meetings by taking photos of whiteboards, physical prototypes, etc, then post on Discord and update Capstone Report)</i>
<i>Students + Faculty advisor</i>	<i>As Needed, via Zoom</i>	<i>Update faculty advisor and get answers to our questions (Ahmed will scribe; Ethan will create meeting agenda and lead meeting)</i>
<i>Students + Project Sponsor</i>	<i>As Needed, via Zoom</i>	<i>Update project sponsor and make sure we are on the right track (Ahmed will scribe; Ethan will create meeting agenda and lead meeting; Owen 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.

Team Member	Role(s)	Responsibilities	Reason
<i>Ethan Scott</i>	<i>Project Manager</i>	<ul style="list-style-type: none"> ✓Manage overall project schedule, run meetings, and ensure team members are on track. ✓Manage risk, ensuring potential project roadblocks are addressed early. 	<i>Great communicator and well-rounded. His ability to collaborate and work effectively with the team can help ensure smooth coordination of tasks and goals.</i>
<i>Ahmed Salih</i>	<i>Logistic Manager</i>	<ul style="list-style-type: none"> ✓Coordinate meetings, manage internal and external communications, and document meetings. ✓Managing resources, such as room bookings or equipment. 	<i>Has experience in Scrum methodology, which makes him suitable for organizing tasks and ensuring communication within and outside the team.</i>
<i>Owen Cupps</i>	<i>System Engineer</i>	<ul style="list-style-type: none"> ✓Define system specifications, monitor integration, and manage system architecture. 	<i>Strengths in mathematics, problem-solving, and proficiency in Java and C make him a good fit for analyzing design specifications and leading system integration.</i>
<i>Bao Do</i>	<i>Financial Manager</i>	<ul style="list-style-type: none"> ✓Handle pricing analysis, budget tracking, and team purchases ✓Tracking project milestones related to financial needs, ensuring purchases align with the budget. 	<i>Strong skills in web development and databases. His experience with data structures and attention to detail makes him a great fit for managing the budget and technical purchases.</i>

Step 5: Agree to the above team contract

Team Member: Bao Do

Signature: Bao

Team Member: Owen Cupps

Signature: Owen Cupps

Team Member: Ahmed Salih

Signature: Ahmed Salih

Team Member: Ethan Scott

Signature: Ethan Scott

