



VCU College of Engineering

CS-324 Capital One Incident Wizard

Team Contract

Prepared for
Capital One Vinay Soni
Tomasz Arodz

By
Isaac Lyu,
Ahmad Scruggs,
Matthew Baker
Gamal Almareh

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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>
Ahmad Scruggs	<ul style="list-style-type: none"> -Teamwork and Collaboration - Problem Solving - Time management -Communication 	<ul style="list-style-type: none"> - <i>Java, Python, C</i> - <i>Comfortable in git</i> 	
Isaac Lyu	<ul style="list-style-type: none"> ● Good communication ● Timely Schedules ● Brain storming ideas ● Technical skills ● 	<ul style="list-style-type: none"> ● Java, python, C, ● Comfortable in git ● 	lyuid@vcu.edu 7034037960
Matthew Baker	<ul style="list-style-type: none"> - good communicator - punctual - 	<ul style="list-style-type: none"> - online git and command online certification - java, javascript, C, and python experience 	bakermj2@vcu.edu , 423-493-3931
Gamal Almareh	<ul style="list-style-type: none"> - Time Management - Problem Solving - Active Listening - Attention To Detail 	<ul style="list-style-type: none"> - Java, C, Python - Comfortable in git 	almarehgt@vcu.edu (917)564-4532

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Advisor:</i> <i>Tom Arodz</i>		<i>tarodz@vcu.edu</i>
<i>Sponsor:</i> <i>Mahesh Nair</i> <i>Vinay Soni</i>		<i>mahesh.bahulleyannair@capitalone.com</i> <i>vinay.soni@capitalone.com</i>

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>Making sure work is split up fairly.</i>	<ul style="list-style-type: none">- Everyone has tasks that are agreed upon and be completed in timely manner- Decide who does what during meetings	<ul style="list-style-type: none">- Team member misses a deadline for a task that was their responsibility and doesn't communicate it
<i>Consistently meeting at least once a week</i>	<ul style="list-style-type: none">- Setting up weekly meetup events on Discord- meet at 5 pm on thursdays during this semester in order to go over what we need to do	<ul style="list-style-type: none">- Team members consistently miss meetings and don't make it up in some way.-
<i>Create a quality project</i>	<ul style="list-style-type: none">- Every team member is working to prioritize team goals- Making sure that each task is done with effort-	<ul style="list-style-type: none">- Team member does bare minimum rather than trying to make something worthwhile

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>including in working meetings being held twice a week with additional updates through group discord</i>	<ul style="list-style-type: none">- <i>Update group on day-to-day challenges and accomplishments</i>- <i>assign new tasks</i>- <i>Check in with team</i>- <i>Isaac & Matt as Scribe</i>
<i>Students Only</i>	<i>twice a week at 2pm on mondays and wednesdays</i>	<ul style="list-style-type: none">- <i>Actively work on tasks that require all team members</i>- <i>Critique each other's work</i>- <i>Discusses future planning</i>
<i>Students + Faculty advisor</i>	<i>wednesday 2pm once a week to every other week</i>	<i>Update faculty advisor and get answers to our questions Isaac or Matt will scribe</i>

<i>Project Sponsor</i>	<i>wednesday 2pm once a week to every other week</i>	<i>Update project sponsor and make sure we are on the right track Isaac or Matt will scribe</i>
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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>Example: Megan</i>	<i>Group Communication</i>	<ul style="list-style-type: none"> ✓ <i>Keep a detailed record of meeting notes and share with group</i> ✓ <i>Send out weekly emails and other correspondence</i> ✓ <i>Make sure everyone understands what is going on</i>
<i>Matthew Baker</i>	<i>Scribe Systems Engineer</i>	<ul style="list-style-type: none"> - <i>Keep record of meetings we have, with important details and posts it for easy access by group</i> - <i>will work with sponsor to decide what is needed for project and acquire needed materials</i>
Gamal Almareh	Manufacturing Engineer	<ul style="list-style-type: none"> - Make sure prototype meets requirements - Oversee requirements of the project and review designs - Communicate with Group on requirements and aspects of the project
Isaac	Scribe Logistics Manager Project Manager	<ul style="list-style-type: none"> - Record key notes during meetings - Ensure that meetings are held consistently - Managing time efficiently - Communicating with internal and external relations
Ahmad Scruggs	Test Engineer	<ul style="list-style-type: none"> - Creates plans for testing - Writing and Executes test cases - Identifies and reports bugs in development - Documents test results

Step 5: Agree to the above team contract

Team Member: Isaac Lyu

Signature: Isaac Lyu

Team Member: Gamal Almareh

Signature: Gamal Almareh

Team Member: Ahmad Scruggs

Signature: Ahmad Scruggs

Team Member: Matthew Baker

Signature: Matthew Baker