



VCU College of Engineering

CS 25-235 Plug and Play Clickstream Dashboard and Agent Event Tracker **Team Contract**

Prepared for
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Capital One

By

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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>
Hoang Le	Communicates well, can be flexible with workload responsibilities	Experience with Python, Java, Javascript, and C.	leht8@vcu.edu
Ben Aber	Creative thinker, adaptable and reliable in a team.	Proficient in Java, Python and C. Always open to new ideas and constructive criticism.	aberb@vcu.edu
Maxwell Goehle	Problem solver, works well in a group environment by being patient and flexible.	Experience with Java, C, and Python, and always looking to learn.	goehlemc@vcu.edu
Mohammed S. Ahmed	Time-management, Attention detail, Collaboration	AWS Certified, Experienced in java, python, and C. Always looking for ways to improve.	ahmedm12@vcu.edu

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Mahesh Nair (Capital One)</i>	<i>Capital One Team Lead</i>	maresh.bahulleyannair@capitalone.com
<i>Rachita Sowle (Mentor/Advisor)</i>	<i>VCU Faculty Advisor</i>	sowler@vcu.edu
<i>Tyler Jordan (Capital One)</i>	<i>Capital One Advisor</i>	tyler.jordan@capitalone.com
<i>Emily Croxall (Capital One)</i>	<i>Capital One Advisor</i>	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](#))

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
Punctual for both meetings and delivering tasks	<ul style="list-style-type: none">- Arriving on time for meeting- Submitting work and completing work by the agreed date- Set reasonable timeline and schedules for project tasks	<ul style="list-style-type: none">- Normally arriving late for team meetings- Constantly missing deadlines or needing more time- Lack of urgency or respect for other people time in scheduling or communication
Clear and concise communication at each step of the process	<ul style="list-style-type: none">- Text/email each other when issues or delays occur- Hold each other accountable regarding their respective work- Individual tasks are specified so everyone understands their specific role	<ul style="list-style-type: none">- Teammate is ghosting the groupchat for an extended period of time- Not asking questions when confused about task- Teammate takes feedback but then accidentally overcomplicates the assignment
Put teammates in positions to work well together	<ul style="list-style-type: none">- Utilize each other's strengths to avoid relying on others weaknesses.- Be understanding of issues that may come up over the course of the project, be accommodating and understanding of teammates.	<ul style="list-style-type: none">- Teammate(s) are struggling to meet deadlines or has sloppy work.- Individuals struggle to complete tasks that another individual or as a group could be done more efficiently.

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 the 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	Meet Wednesday 10 am to 11 am, discord call	-Update group on week-to-week challenges and accomplishments -Communicate what needs to be done and plan ahead -Update Github
<i>Students Only</i>	Available for discord calls/chats in discord server as necessary.	-Solve problems that arise during the project -Understand others' statuses on tasks and help each other along the way.
<i>Students + Faculty advisor</i>	<i>Meeting times TBD</i>	<i>Had a meet and greet with capital one and faculty advisor on Wednesday, Sep 4th. A meeting will be scheduled soon to discuss more specifics to our project.</i>
<i>Project Sponsor(s)</i>	<i>Meeting times TBD</i>	<i>Had a meet and greet with capital one and faculty advisor on Wednesday, Sep 4th. A meeting will be scheduled soon to discuss more specifics to our project.</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.

<i>Team Member</i>	<i>Role(s)</i>	<i>Responsibilities</i>
Maxwell Goehle	Project Manager	<ul style="list-style-type: none"> • Be a contact person for Capstone staff if a problem arises • Leads and records important information discussed in meetings throughout the duration of the project • Mediate any potential problems that occur outside or within the group pertaining to the completion of the project
Hoang Le	Logistics Manager	<ul style="list-style-type: none"> • Coordinates group communication and meetings throughout the year • Obtaining necessary information/specifications to help complete tasks at each step • Keeps track of what is being done by each group member • Sets up communication between sponsor advisor and VCU advisor
Ben Aber	Systems Engineer	<ul style="list-style-type: none"> • Understand client's initial design requirements and specifications to ensure the product matches the expectations • Clarify any ambiguities that may arise in the design requirements • Coordinate, recommend and manage any development and system architecture design improvements • Manage product interfaces
Mohammed Ahmed	Manufacturing Engineer	<ul style="list-style-type: none"> • Identify and integrate relevant data sources, and ensure accuracy and clean data collection • Design and develop data process for meaningful insights • Continuously optimize and maintain the dashboard for performance

Step 5: Agree to the above team contract

Team Member: Maxwell Goehle *Signature:* Maxwell Goehle

Team Member: Hoang Le *Signature:* Hoang Le

Team Member: Ben Aber *Signature:* Ben Aber

Team Member: Mohammed Ahmed *Signature:* Mohammed Ahmed