



VCU College of Engineering

CS 25-326 | Agent Journey Replay (DVR)

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>
Del Huband	Creative, Problem Solving, Strategic	I like being able to improve my skills as a programmer.	hubanddh@vcu.edu (804) 401-9219
Parker Gonzaga	Problem Solving, organization, some database experience	I enjoy working as a team and completing tasks efficiently. Willing to learn new techniques in order to fulfill project requirements.	gonzagapv@vcu.edu (571) 524-0964
Alex Nguyen	A bit of industry experience, problem solving, communication	I'm interested in AI.	nguyena57@vcu.edu (571) 340-0035
Brian Vo	Communication, analytical thinking	I like to develop things that have practical uses.	vobq2@vcu.edu (571) - 527 - 8826

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Rachita Sowle (Advisor)		sowler@vcu.edu
Mahesh Nair (Sponsor)		mahesh.bahulleyannair@capitalone.com
Derrick Murry (Sponsor)		derrick.murry@capitalone.com
Lily Roark (Sponsor)		lily.roark@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>
Being on time to every meeting	<ul style="list-style-type: none">- Set up meetings in shared calendar- Ensure all parties have date cleared prior to setting meetings	<ul style="list-style-type: none">- Student misses meetings regularly- Consistently missing meeting is brought up to advisor
Informing the group of any delays in completing assignments	<ul style="list-style-type: none">- Stay up to date with each other's project responsibilities- Set reasonable deadlines and note when an extension is needed	<ul style="list-style-type: none">- Student shows up for weekly meeting with no considerable work done
Accomplishing goals ahead of time	<ul style="list-style-type: none">- Set deadlines- Work at a pace that would leave leeway before deadline	<ul style="list-style-type: none">- Procrastinating- Missing deadlines
Delegating roles and understanding your job	<ul style="list-style-type: none">- Assign each group member a task- Write out clear description for each task	<ul style="list-style-type: none">- Unfinished work on any group member's end, causing project progress to slow down
Open Communication	<ul style="list-style-type: none">- Don't be afraid to ask questions	<ul style="list-style-type: none">- Student ceases communication with group

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 recent challenges and accomplishments (Brian will scribe important details from the meeting)
Students Only	Every Thursday 5-7 in West Eng. 101	Actively work on project with team and communicate weekly updates and set future goals (Del will write out upcoming goals and other information from this meeting)
Students + Faculty advisor	Meet monthly with advisor, and contact via email for important updates.	Update faculty advisor and get answers to our questions (Del will scribe the important details from this meeting)
Project Sponsor	Meeting every Monday at 2:30.	Update project sponsor and make sure we are on the right track (Brian will scribe important details from the meeting)

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>
Del Huband	Test Engineer	<ul style="list-style-type: none"> ✓ Extensively test all code to ensure it operates as intended ✓ Analyzes code efficiency ✓ Ensures programs don't have significant overhead
Parker Gonzaga	Financial Manager	<ul style="list-style-type: none"> ✓ Keep track of expenses ✓ Handle purchase requests ✓ Ensure expenses stay within project budget
Brian Vo	Project Manager	<ul style="list-style-type: none"> ✓ Contact for sponsor ✓ Keep group on track, track agendas, schedule meetings
Alex Nguyen	Systems Engineer	<ul style="list-style-type: none"> ✓ Analyze client's initial design specifications ✓ Establishes product specifications ✓ Develops system architecture

Step 5: Agree to the above team contract

Team Member: Del Huband

Signature: Del Huband

Team Member: Alex Nguyen

*Signature: **Alex Nguyen***

Team Member: Parker Gonzaga

Signature: Parker Gonzaga

Team Member: Brian Vo

Signature: Brian Vo