



VCU

College of Engineering

Project 25-330 and CCAC Mainframe Online Curriculum

Team Contract

Prepared for
Company Contact/Mentor
Sponsor Organization

By

Arbab Arif, Long Le, and Osman Zafar

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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>
Arbab Arif	Friendly, 2X SWE Intern Experience (Web Developer)	Interned at CoStar for Full Stack Web Development. Web Stack is React, Express.js/Node.js, .Net(C#), SSMS SQL	arifa6@vcu.edu , arifarbab21@gmail.com , (703)-901-8713
Long Le	Proactive, problem-solving, hard worker, and inclusivity	Worked on a QA team this past summer	lelt8@vcu.edu 804-536-8982
Osman Zafar	Planning, debugging, and industry experience	Interned for the Federal Reserve System for 1.5 years	zafarom@vcu.edu 571-294-6737

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Bob Dahlberg	Weekly Zoom meetings on Tuesdays	dahlbergra@vcu.edu

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>
Ensure each team member shares their thoughts about the project and how to proceed and communicates	<ul style="list-style-type: none">- Ask each other questions- Speak up when you have any thoughts or concerns about the project- communicates if they're not going to make a meeting- communicate if they have stuff going on and need help	<ul style="list-style-type: none">- A team member does not speak in a meeting- A team member not responding to team messages for a long period of time
Agile Development cycle	<ul style="list-style-type: none">- Create overall end goal- create sub goals that lead towards that direction- create demos to see if we need to pivot and change structure	<ul style="list-style-type: none">- Not have any plan- Not make any demos- Feel confused on direction of project
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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	When needed in Discord and over Discord messages and phone messages	Inform one another about important project details/timeline/obstacles
Students Only	Every Thursday during CMSC 451 time	Work on project and keep one another updated on each individual's progress
Students + Faculty advisor	Every Tuesday from 10-11 am in Zoom	Discuss project goals, give updates to Professor Dahlberg, and ask the professor our questions.

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>
Long	Test Engineer	Make sure the work is running according to plans Looks for any defects or bugs
Osman	Logistics Manager	Communicate with Professor Dahlberg Obtain information needed for the project
Arbab	Project Manager	Oversee entire Project Make Timeline and schedule Coordinate meetings Keeps team on track and moving towards goals

Step 5: Agree to the above team contract

Team Member: Long Le

Signature: Long Le

Team Member: Osman Zafar

Signature: Osman Zafar

Team Member: Arbab Arif

Signature: Arbab Arif