CS 25-331 AI-based browser extension for knowledge management using retrieval-augmented generation and large language models

Team Contract

Prepared for

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By

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01/22/2025

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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
Samual Hodges	- Persistence - Punctuality - Likes to research - Open mindedness	Will spend hours figuring out the best way to implement something.	hodgessr3@vcu.edu
Katherine Parkyn	- Dedication - Communication - Adaptability - Interpersonal skills	Always excited to learn more about topics. Deadlines and schedules help me stay organized.	parkynkh@vcu.edu
Noor Tabanjeh	-time managing -creative -adaptability -passionate	Very passionate about starting new projects and meeting new people, and always ready to face different problems.	tabanjehnm@vcu.edu
Alan Velasquez	- Organized. - Efficient. - Proactive. - Quick learner.	Highly motivated to take on new challenges, and ready to adapt to any upcoming problems.	velasquezaj@vcu.edu

Other Stakeholders	Notes	Contact Info
Tom Arodz	Associate Professor, Department of Computer Science *and* Co-Director, VCU Center for Microbiome Engineering and Data Analysis	tarodz@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)

Culture Goals	Actions	Warning Signs
Being on time to meetings	- Set up meetings in shared calendar - Send reminder on discord message day before and day of meeting	- Student misses first meeting, will be contacted for a reschedule or explanation - Student miss meetings afterwards – warning will be given - Student continues to miss meetings after warning. Faculty advisor will be contacted
Communicating delays in completing assignments	- Stay up to date with each other's project responsibilities - Set reasonable deadlines and note when an extension is needed	- Student shows up for weekly meeting with no considerable work done. - Student is unresponsive when contacted.
Mutual Respect	- Speak/communicate professionally - Ensure any critique is constructive	- Speaking unprofessionally to another team member - Making criticism personal rather than about work completed

	- Be mindful of other team members time	
Communicate any major changes to the project prior to implementation	- If you make a change to the project that affects other group members, let them know so they can make appropriate changes to their own portion of the project via email or discord messages.	- Warning will be given via discord/email - Discuss if changes could possibly be undone - If changes keep being made without warning, faculty advisor will be notified

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 advisor, where you will meet, and how the meetings will be conducted. Who arranges these meetings?
See examples below.

Meeting Participants	Frequency Dates and Times / Locations	Meeting Goals Responsible Party
Students Only	Every Monday after 7 pm, On Discord Voice Channel	Update group on day-to-day challenges and accomplishments via discord (Kate will record weekly meetings for progress reports with advisor)
Students Only	As needed on discord, potentially 1x/week	Actively work on project as a team/hold scheduled work sessions. Individuals can suggest these as needed.
Students + Faculty advisor/Project Sponsor	Zoom call, potentially 1x/week, possibly 1x/2 weeks	Update faculty advisor and get answers to our questions (Kate can record these)

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 <u>for the client/sponsor</u>. This person will schedule meetings, send updates, and ensure deliverables are met.

Suggested: Assign a team member to be the primary contact <u>for faculty advisor</u>. 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*
Samual Hodges	Systems Engineer	- Analyze design specifications making updates as needed if requirements change - Make sure every members portion of the projects follows the defined specifications - Manage the integration of each portion into a working prototype
Kate Parkyn	Logistics Manager	-Keep a detailed record of meeting notes and share with group -Aid team members in staying updated regarding group correspondence - Aid in management of group calendar/scheduling
Noor Tabanjeh	Manufacturing Engineer	- Coordinate all fabrication processes to meet final prototype requirements. - Review designs to confirm they are optimized for manufacturing. - Develop and oversee the manufacturing schedule.
Alan Velasquez	Project manager	-Create reminders for group meetings, deadlines, and other necessities -Review progress being made and act accordingly -Create a respectful environment for team interactions

Step 5: Agree to the above team contract

Team Member: Samual Hodges   *Signature: Samual Hodges*

Team Member: Kate Parkyn   *Signature: Katherine Parkyn*

Team Member: Noor Tabanjeh   *Signature: Noor Tabanjeh*

Team Member: Alan Velasquez   *Signature: Alan V.*