



**VCU** College of Engineering

CS 25-332 AI tool for automated scanning and  
understanding of new scientific or technical  
posts and alerting about new information  
relevant to user's interests

## **Team Contract**

Prepared for

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January 27<sup>th</sup>, 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.

<b><i>Team Member Name</i></b>	<b><i>Strengths each member bring to the group</i></b>	<b><i>Other Info</i></b>	<b><i>Contact Info</i></b>
<i>Kyle Vinod</i>	<i>Communication, planned meetings and teaching new information, and responsive</i>	<i>Knowledgeable with C, Python, Java, JavaScript, C++, ML, AI, NLP, HTTP, and Linux</i>	<i>vinodkn@vcu.edu</i>
<i>Ryan Ta</i>	<i>Communication, problem-solving, efficient worker, and quick responder</i>	<i>Java, Python, C, AI</i>	<i>tard@vcu.edu</i>
<i>Katie Martinez</i>	<i>Communication, attention to detail, problem solving</i>	<i>Basic knowledge of java, C, python</i>	<i>martinezk4@vcu.edu</i>

<b><i>Other Stakeholders</i></b>	<b><i>Notes</i></b>	<b><i>Contact Info</i></b>
<i>Tom Ardoz</i>	<i>Faculty advisor and sponsor</i>	<i>tarodz@vcu.edu</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><b>Culture Goals</b></i>	<i><b>Actions</b></i>	<i><b>Warning Signs</b></i>
<i>Respectful communication</i>	<ul style="list-style-type: none"><li>- <i>Communicating any problems needing help</i></li><li>- <i>Encouraging open discussion and feedback</i></li></ul>	<ul style="list-style-type: none"><li>- <i>Dismissive tone</i></li><li>- <i>Improper or lack of communication</i></li></ul>
<i>Meeting deadlines</i>	<ul style="list-style-type: none"><li>- <i>Sharing progress with whole group</i></li><li>- <i>Meeting for weekly meetings to discuss progress</i></li></ul>	<ul style="list-style-type: none"><li>- <i>Students miss weekly meetings</i></li><li>- <i>No progress to show to group</i></li></ul>
Being fair and respectful	<ul style="list-style-type: none"><li>- Making sure no one is being discriminated against</li><li>- Not attacking anyone for their work or missing assignments</li></ul>	<ul style="list-style-type: none"><li>- Anger being thrown at a partner</li><li>- Lack of teamwork between partners</li></ul>

### 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>As Needed, text within group chat</i>	<i>Update group on day-to-day challenges and accomplishments</i>
<i>Students Only</i>	<i>Every Thursday we meet at 1pm on Zoom</i>	<i>Actively work on project, discuss any problems, update group, and discuss new tasks</i>
<i>Students + Faculty advisor</i>	<i>Every Wednesday at 10:30 am in Advisor's Zoom meeting</i>	<i>Update faculty advisor and get answers to our questions</i>
<i>Project Sponsor</i>	<i>Every Wednesday at 10:30 am in Sponsor's Zoom meeting</i>	<i>Update project sponsor and make sure we are on the right track</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>
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<i>Kyle Vinod</i>	<i>Project Manager, Logistic Manager</i>	<ul style="list-style-type: none"> <li>✓ <i>Help with assigning different tasks and help with each as needed</i></li> <li>✓ <i>Schedule meetings with team members, advisor, and sponsor</i></li> <li>✓ <i>Team members are comfortable and able to present their ideas</i></li> </ul>
<i>Ryan Ta</i>	<i>Financial Manager, Test Engineer</i>	<ul style="list-style-type: none"> <li>✓ <i>Oversee all financial decisions and communicate with sponsor on purchases</i></li> <li>✓ <i>Plans out experimenting process, testing, and analysis</i></li> <li>✓ <i>Provides insight on potential experiments or testing</i></li> </ul>
<i>Katie Martinez</i>	<i>Manufacturing engineer, System engineer</i>	<ul style="list-style-type: none"> <li>✓ <i>Coordinates fabrication for final prototype.</i></li> <li>✓ <i>Ensures engineering drawings meet vendor requirements.</i></li> <li>✓ <i>Reviews designs for manufacturability.</i></li> <li>✓ <i>Sets realistic fabrication timelines.</i></li> </ul>

## Step 5: Agree to the above team contract

*Team Member: Kyle Vinod*

*Signature: Kyle Vinod*

*Team Member: Ryan Ta*

*Signature: Ryan Ta*

*Team Member: Katie Martinez*

*Signature: Katie Martinez*

*Team Member:*

*Signature: \_\_\_\_\_*