VCU College of Engineering

CS 25-335

Streamline process for using AI powered projects to help digital marketers save time in the contact creation process

Team Contract

Prepared for

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The Robert's Group

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.

Team Member Name	***Strengths each member bring to the group***	***Other Info***	***Contact Info***
Noah Davis	*Organization, leadership*	*Strongest Languages:* *C++, Java, VBA*	*davisne2@vcu.edu*
Marcio Tejeda	*Web dev, accounting*	*Strongest Languages:* *Java, JavaScript, Python.*	*tejedamr@vcu.edu*
David Newman	*Previous project experience, web dev, sql*	*Strongest Languages:* *Python, SQL, ReactJS*	*newmand3@vcu.edu*
Ethan DuBrueler	*Knowledge of AI tools + YouTube AI automation videos*	*Strongest Languages:* *Java, Python, C++, SQL*	*dubruelerem@vcu.edu*

Other Stakeholders	***Notes***	***Contact Info***
Faculty Advisor - Caroline Budwell	*We will meet on Zoom on Thursdays at 10 am.*	*ccbudwell@vcu.edu*
Sponsor - The Robert's Group	*We will meet once a month on Thursday at 6 pm.*	*Amanda@thevacationchic.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)

Culture Goals	***Actions***	***Warning Signs***
Open Communication	- *Actively notify the group on the status of project, responsibilities, or bug/error issues.* - *Weekly Status Updates on discord from each one.*	- *Miss weekly status update, receive notification to notify group of status.*
Innovation and Creativity	- *Allocate time for creative thinking* - *Encourage calculated risk-taking and view failures as learning opportunities*	- *Over-reliance on traditional solutions* - *Instant dismissal of out of the box ideas*
Teamwork and Collaboration	- *Use collaborative software like Canvas, Discord, and Zoom* - *Use collaborative decision making when deciding which path to take*	- *Resistance to helping colleagues or sharing workloads* - *Frequent miscommunication or information hoarding*

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	*As needed on our Discord voice channel*	*Update group on day-to-day challenges and accomplishments while brainstorming forecasts for where and how the project will reach its next stage.* *Noah will record these so any meaningful segments can be added to the weekly progress reports and for future reference.*
Students Only	*Thursdays from 6 to 7 outside of room 101 in Engineering Building West*	*Actively work on the project as a group and assist any members who are in a roadblock. Ethan will take any meaningful pictures/screenshots as documentation for the week.*
Students + Faculty advisor	*Every Thursday at 10 am on Zoom*	*Update faculty advisor on project status and find answers to our questions. David will record these meetings for future reference*

Project Sponsor	*Thursdays from 6 to 7 once a month. If the sponsor is available, we'll figure out Zoom or in person details. If not, then we'll update the sponsor via email.*	*Update project sponsor of all advances since previous meeting and make sure we are on the right track (Marcus will scribe and create meeting agenda; Ethan will present preliminary prototype)*

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.

Team Member	***Role(s)***	***Responsibilities***
Noah Davis	*Systems Engineer*	*Develop robust systems for quality assurance and maintain high standards of quality throughout all processes.*
David Nemman	*Systems Engineer*	*Analyze Client initial design specification and lead establishment of product specifications; monitor, coordinate and manage integration of subsystems in the prototype; develop and recommend system architecture to manage product interfaces.*
Marcio Tejeda	*Project Manager*	*Keep track of goals, delegate tasks, communicate with stakeholders and team members.*
Ethan DuBrueler	*Manufacturing Engineer*	*Oversee and help plan the layout and blueprint for the project and work to ensure everything runs smoothly in the time window.*

Step 5: Agree to the above team contract

Team Member: Marcio Tejeda *Signature:* Marcio Tejeda

Team Member: David Newman *Signature:* David Newman

Team Member: Ethan DuBrueler *Signature:* Ethan DuBrueler

Team Member: Noah Davis *Signature:* Noah Davis