# CS 25-336

# Automating Community-Engaged Research Evaluation: A Computational Framework for Data Collection, Processing, and Visualization

## Team Contract

Prepared for

VCU Wright Center for Clinical Trials

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 |
|---|---|---|---|
| Jasper Early | Working with team, being ready when needed | I'm glad to be working on a project like this | earlyj@vcu.edu |
| Tristan Weigand | Flexible schedule, wide software knowledge, comfortable with long work sessions | I'm eager to learn new software tools and solve real-world problems | weigandta@vcu.edu |
| Levi Thompson | Organization, team-worker and solo-worker, flexible | I am excited to strengthen my software skills in a way that positively impacts others. Excited to work together! | thompsonle2@vcu.edu |
| Abdul Koroma | Experience, Communication, Team building, and conflict resolution. | I am very eager to work with you guys. | Koromaar2@vcu.edu |

| Other Stakeholders | Notes | Contact Info |
|---|---|---|
| Bridget McInnes | *faculty advisor* | btmcinnes@vcu.edu |
| Amy Olex | *sponsor* *org* - VCU Wright Center for Clinical Trials | alolex@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 every meeting, and if a meeting may be missed, give reasonable forewarning | - Set up meetings in shared calendar & discord events<br><br>- Send discord ping reminder day before meeting | - Student misses first meeting, warning is granted<br><br>- Student misses meetings afterwards – issue is brought up with faculty advisor |
| Informing the group of any delays in completing assignments | - Stay up to date with each other's project responsibilities<br><br>- Set reasonable deadlines and note when an extension is needed | - Student shows up for weekly meeting with no considerable work done<br>- Low communication – student may be spoken to individually |
| Have weekly objectives and meet those weekly objectives | - Be proactive and consistent<br>- Work together to set objectives during each weekly meeting<br>- Use dedicated channel to keep track of own and team objectives<br>- If an objective broadens in scope, address it early | - Falling behind and or not meeting one objective.<br>- laziness or lack of ambition (avoidance of equivalent work) |

# 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*<br>*Dates and Times / Locations* | *Meeting Goals*<br>*Responsible Party* |
|---|---|---|
| Students Only | 6pm Mondays, on Discord | Check in with each other<br>Go over previous week's work<br>Prepare for meeting with advisor + sponsor |
| Students Only | Weekends as needed | Actively work on project |
| Students + Faculty advisor | 6pm Thursdays | Update faculty advisor and get answers to our questions<br>(Levi will scribe; Abdul will create meeting agenda and lead meeting) |
| Project Sponsor | 6pm Thursdays | Update project sponsor and make sure we are on the right track (Levi will scribe; Abdul will create meeting agenda, Tristan+Jasper will present prototype so far, Abdul+Levi will present+adjust mockup/wireframe for next steps) |

# 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* |
|---|---|---|
| Abdul | Project Manager | - Keeping the team on task<br>- Tracking the upcoming progress of our group<br>- Making sure the well being of the group is good<br>- Communicating with sponsor & advisor |
| Jasper | Systems & Manufacturing Engineer | - Understand project goals and existing systems<br>- Work to iterate and improve systems<br>- Assist in implementation of designs |
| Levi | Systems & Logistics Engineer | - Coordinate with teammates<br>- Obtain relevant information needed for team and project<br>- Assist in developing system architecture and interfaces<br>- Analyze initial design specifications and lead establishment of design and product<br>- Scribe - document all meetings |
| Tristan | Test Engineer | - Determine critical features and functionality<br>- During design & planning, determine potential issues with framework and ensure design is theoretically sound<br>- During implementation, create automated tests to ensure proper functionality |

# Step 5: Agree to the above team contract

*Team Member:*                    *Signature: Tristan Weigand*

*Team Member:*                    *Signature: Levi Thompson*

*Team Member:*                    *Signature: Jasper Early*

*Team Member:*                    *Signature: Abdul Koroma*