

CS25-337 Ramily: Creating Community Beyond the Weeks of Welcome

Team Contract

Prepared for
Company Contact/Mentor
Sponsor Organization

By

Team Members

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Date

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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
DaJuan Hackett	<i>Creativity, Various coding languages experience, hard driven</i>	<i>I've completed numerous projects with Java, C, pyret, HTML, python, etc with ranging from intermediate to advanced knowledge of them.</i>	hackettdc@vcu.edu 540-940-9528 Discord:da119
Tariq Gafar	<i>being Proactive , offer new suggestions, application experience</i>	<i>I've worked on web applications using react and Node JS, and have experience with working full stack and the process behind it</i>	gafarta@vcu.edu 804-502-5185

Raleigh Norris	Planning, strategy.problem-solving,	Experience in SQL, Java, C.	norrisrp@vcu.edu 804-898-8692 Discord: sirralenburg
Ziad Kashef	Able to Work well with a team, Communication, Strategy/problem-solving, creativity, and Really enjoy learning new things.	<ul style="list-style-type: none"> • Experience with Java , JavaScript, HTML, CSS some python, and C • Experience with project management and agile methodologies in industry • As well as Industry experience within consulting helping my strategy and problem solving skills 	Kashefze@vcu.edu 703-939-2740 Discord: ziadkashef

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Lukasz Kurgan</i>		<i>lkurgan@vcu.edu</i>
<i>Manjari Kumarappan</i>		<i>kumarappanma@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>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
<i>Taking responsibility for assigned tasks.</i>	<ul style="list-style-type: none">- Meeting project deadlines- Seeking help from other group members and advisor if needed	<ul style="list-style-type: none">- Missed deadlines- Lack of communication
<i>Respect and valuing other team members' ideas and contributions</i>	<ul style="list-style-type: none">- Acknowledgment of other team members' ideas- Active listening	<ul style="list-style-type: none">- No engagement and dismissal of ideas
<i>Encouraging open collaboration</i>	<ul style="list-style-type: none">- Offering support to other members- Regularly sharing of project updating	<ul style="list-style-type: none">- Frequent isolated work- Missing Meetings- Reluctant to ask for help

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, SMS messaging</i>	<i>Update group on day-to-day challenges and accomplishments</i>
<i>Students Only</i>	<i>Every Tuesday before Lecture, Engineering West Hall</i>	<i>Actively work on project, discuss work to be done individually</i>
<i>Students + Faculty advisor</i>	<i>Every Tuesday before Lecture at 5:00 PM online on Google Meet</i>	<i>Update faculty advisor and get answers to our questions (Create a list of questions/concerns in Tuesday meeting before)</i>

<i>Project Sponsor</i>	<i>Every Tuesday before Lecture at 5:00 PM online on Google Meet</i>	<i>Update project sponsor and make sure we are on the right track (Create a list of questions/concerns in Tuesday meeting before)</i>
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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>
Ziad Kashef	<i>Project Manager</i>	<ul style="list-style-type: none"> ● <i>Manages all tasks</i> ● <i>Develops overall schedule for project</i> ● <i>Writes agendas and runs meetings;</i> ● <i>Reviews and monitors individual action items</i> ● <i>Creates an environment where team members are respected, take risks and feel safe expressing their ideas</i>
Raleigh Norris	Systems Engineer	<ul style="list-style-type: none"> ● Outline product specifications into workable steps ● Manage integration and debugging
Tariq Gafar	financial manager	<ul style="list-style-type: none"> ● researches/benchmarks technical purchases and acquisitions; ● conducts pricing analysis and budget justifications on proposed purchases; ● carries out team purchase requests; monitors team budget.

DaJuan Hackett	Test Engineer	<ul style="list-style-type: none"> • Oversee experimental design, test plans, and procedure • Acquire any needed data acquisition equipment and software
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Step 5: Agree to the above team contract

Team Member:	Ziad Kashef	Signature: <i>Ziad Kashef</i>
Team Member:	Tariq Gafar	Signature: <i>Tariq Gafar</i>
Team Member:	DaJuan Hackett	Signature: <i>Da Juan Hackett</i>
Team Member:	Raleigh Norris	Signature: <i>Raleigh Norris</i>