VCU College of Engineering

CS 25-339: Publicly Detectable Watermarking with Large Language Models

Team Contract

Prepared for:

VCU College of Engineering

Hongsheng Zhou

By

Team Members

Joseph Hughes

Waleed Elbanna

Neil Inge

Ronit Sharma

9/6/2024

Contents

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***
Neil Inge	*Computer Science Skills and strong understanding of data structures, algorithms, and solving complex problems.*	These strengths allow me to solve difficult problems in a timely and efficient manner. I have some experience coding in Python and Java.	ingen@vcu.edu 804-687-6257
Joe Hughes	*Communication, leadership, collaboration, hard-working*	*I enjoy being a part of a team and meeting new people. I also like doing a lot of research into a topic before we start to help us in the beginning.*	hughesj5@vcu.edu 804-833-0329
Ronit Sharma	Communication, industry experience, collaborative spirit	I love being a part of a collaborative effort, and as a part of a team I try and prioritize multiple perspectives and approaches to the work at hand.	sharmarp@vcu.edu 571-345-6694

Waleed Elbanna	Communication, effective research, and problem-solving	I enjoy working on projects and always try to learn and improve my skills if an issue arises.	elbannawa@vcu.edu +1 (804) 502-1328

Other Stakeholders	***Notes***	***Contact Info***
Faculty Advisor and Sponsor *Hongsheng Zhou*		*hszhou@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	- Set up meetings in shared calendar - Send reminder e-mail in day before meeting	- Student misses first meeting, warning is granted - 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 - Set reasonable deadlines and note when an extension is needed	- Student shows up for weekly meeting with no considerable work done
Helping Each Other When Needed	-If a partner is struggling and falling behind in their part of the project, we need to help each other so the whole project doesn't fall behind.	• Student falls behind and no one helps to fix it, resulting in the project coming to a halt.

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 Discord Voice Channel This will be on Thursdays at around 2pm. Joe will be arranging the meetings.	Update group on day-to-day challenges and accomplishments (Avery will record these for the weekly progress reports and meetings with advisor)
Students + Faculty advisor/Sponsor	Our faculty advisor and sponsor are the same person. We have already sent an email where he will be joining us every week on Thursdays as well. He is also available Monday and Wednesday mornings.	Update faculty advisor and get answers to our questions The faculty advisor will also help us if we are struggling with a specific

		topic such as cryptography.

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***

Joe Hughes	Project Manager/Financial Manager	• Keep a detailed record of meeting notes and share with group • Send out weekly emails and other correspondence • Make sure everyone understands what is going on and keeps them on the same page • Reminders on assignments/important due dates • Research and figure out how much our budget will be for resources and then allocate the time to purchase needs.
Waleed Elbanna	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.
Neil Inge	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.

Ronit Sharma	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.

Step 5: Agree to the above team contract

Team Member: Joe Hughes *Signature: Joe Hughes*

Team Member: Waleed Elbanna *Signature: Waleed Elbanna*

Team Member: Neil Inge *Signature: Neil Inge*

Team Member: Ronit Sharma *Signature: Ronit Sharma*