CS 25-340 Privacy Preserving Machine Learning
Team Contract

Prepared for

Company Contact/Mentor

Sponsor Organization

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
Amaris Young-Diggs	Organized, communication, leadership, inclusive, time management	I don't have too much experience with this type of project, but am willing to learn	youngdiggsac@vcu.edu
Example: Minh Nguyen	Communication, industry experience, problem solving, progressive	I enjoy being a part of a team and meeting new people. Contact through discord.	Nguyenms2@vcu.edu
David Tran	Likes to work ahead of time, good with time management and organization.	I like this project because it'll help with my experience for future projects and teamwork experience.	trand11@vcu.edu
Bryan Soerjanto	Team-oriented, process-driven, problem solving, organization	Yes	soerjantobj@vcu.edu

Other Stakeholders	Notes	Contact Info
Hong-Sheng Zhou	Our sponsor and advisor	hszhou@vcu.edu

Sponsor, Mentor, etc. (Add rows if necessary)		

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 Discord* *- Send reminder Discord message 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*

Respectful and Open Communication - Each team member wants to be treated with respect, listened to, and given space to express their ideas.	- Give regular updates and check-ins on task completion. - Ownership of Mistakes, Team members own up to mistakes, see them as opportunities for growth	-Set the norm that mistakes are part of the process and not to be hidden -Members isolating themselves, working without checking in or asking for feedback.

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	Thursday	Update group on day-to-day challenges and accomplishments

Students Only	*Communicate through Discord on other days*	*Actively work on project*
Students + Faculty advisor	*Thursdays/Fridays on Zoom*	*Update faculty advisor and get answers to our questions*
Project Sponsor	*TBD*	*Update project sponsor and make sure we are on the right track*

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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 <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.

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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*
Minh Nguyen	*Test Engineer*	● *Designing and Developing Test Plans: Create comprehensive test plans that outline the objectives, methodologies, and procedures for conducting experiments. Ensure that these plans align with project goals and specifications.* ● *Ensuring Compliance: Verify that all tests meet industry standards, regulatory requirements, and protocols, ensuring the integrity and safety of the testing process.* ● *Collaborating with Cross-functional Teams: Work closely with other roles to align test strategies with product requirements and goals.*
Bryan Soerjanto	*Test Engineer System Engineer*	● *Integration management and coordination* ● *Identify design requirements* ● *Ensure design meets specified requirements* ● *Oversee design, testing, and procedures*

		● *Data collection, interpretation, and analysis*
David Tran	*Project Manager, Logistics Manager*	● *Manages all tasks; develops overall schedule for project. Contacting advisor for instructions and assistance if needed.* ● *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.* ● *Coordinates all internal and external interactions. Obtaining information for the team and following up on communication commitments.*
Amaris Young-Diggs	*Systems Engineer, Financial Manager*	● *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.* ● *Researches/benchmarks technical purchases and acquisitions; conducts pricing analysis and budget justifications on proposed purchases; carries out team purchase requests; monitors team budget.*

Step 5: Agree to the above team contract

Team Member: Signature: Amaris Young-Diggs

Team Member: Signature: Minh Nguyen

Team Member: Signature: Bryan Soerjanto

Team Member: Signature: David Tran

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