



VCU College of Engineering

Project 25-342 and Anomaly-based intrusion detection for networks

Team Contract

Prepared for
Idaho National Labs

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.

<i>Team Member Name</i>	<i>Strengths each member bring to the group</i>	<i>Other Info</i>	<i>Contact Info</i>
Kareem Aboulhosn	Collaborative, Communicative, asking questions, proposing solutions	Security+, CC, IT experience	aboulhosnk@vcu.edu
Michael Ott	Leadership, troubleshooting skills, punctual	Specialized in encrypted communications in the military	otm@vcu.edu
Margarette Duckett	Communication, industry experience in a similar dynamic	Security + certified, relatively flexible schedule, team-oriented	duckettme@vcu.edu
Samuel Dominguez-Jacobo	Experience in working in a team environment, eagerness to learn and help	Member of VCU's Cybersecurity Competition	dominguezjs@vcu.edu

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Faculty Advisor</i>	<i>Milos Manic</i>	<i>Milos Manic</i>
<i>Sponsor, Mentor, etc.</i>	<i>Nicholas Kaminiski</i>	<i>Nicholas.Kaminski@inl...</i>

<i>(Add rows if necessary)</i>		
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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>Punctuality</i>	<ul style="list-style-type: none">- <i>Set up meetings in shared calendar</i>- <i>Send reminder e-mail in day before meeting</i>	<ul style="list-style-type: none">- <i>Student misses first meeting, warning is granted</i>- <i>Student misses meetings afterwards – issue is brought up with faculty advisor</i>
<i>Communicate delay/struggles with workload</i>	<ul style="list-style-type: none">- <i>Communicate a need for workload adjustment before deadlines</i>- <i>Work with the team to make up the load elsewhere</i>	<ul style="list-style-type: none">- <i>1st non communicated fall back, warning from team</i>- <i>Student fails to communicate again, update advisor</i>
<i>Give all your effort</i>	<ul style="list-style-type: none">- <i>Try to be fully invested in the work and function together to solve issues</i>- <i>Make this project a top priority in your academics</i>	<ul style="list-style-type: none">- <i>Student is seen being lazy or not putting in real effort</i>

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, On Discord Voice Channel</i>	<i>Update group on day-to-day challenges and accomplishments</i>
<i>Students Only</i>	<i>Thursday at 5 pm over Discord Voice channel</i>	<i>Gather thoughts prior to meeting with stakeholders, and address project concerns</i>
<i>Students + Faculty advisor + Project Sponsor</i>	<i>Every Thursday at 6 pm over zoom</i>	<i>Update faculty advisor and project sponsor on progress made as a team</i>

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>
Margarette Duckett	Project Manager	Manages all tasks; develops overall schedule for project; reviews and monitors individual action items; creates an environment where team members are respected, take risks and feel safe expressing their ideas.
Michael Ott	Test Engineer	Oversee experimental design, test plan, procedures and data analysis. Establish test protocols and schedule
Kareem Aboulhosn	Systems Engineer	Analyze client specifications and develop design architecture Help design and implement requirements for product Create documentation for the design process
Samuel Dominguez Jacobo	Financial Manager	Research and benchmark system purchases Pricing analytics and budget making Carries out team purchases and monitors budget

Step 5: Agree to the above team contract

Team Member: Michael Ott Signature: Michael Ott

Team Member: Samuel Dominguez-Jacobo Signature: Samuel Dominguez Jacobo

Team Member: Kareem Aboulhosn Signature: Kareem Aboulhosn

Team Member: Margarette Duckett Signature: Margarette Duckett