



VCU College of Engineering

CS 25-348 RenovationTracker: Intelligent Renovation Detection and Visualization **Team Contract**

Prepared for
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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>
Sterling Glasheen	Communication, problem solving, open-minded, adjustable,	Open to working to lead the team to achieving a great working product.	glasheensm@vcu.edu (804) 971-2901
Jaidon Lightfoot	Communication, adaptability, problem solving, open-minded	Works as a receiving assistant in the ERB.	lightfootjb@vcu.edu (757)663-1692 lightfxxt on discord
Courtney Van	Communication, organization, problem-solving	Currently works in Open Cyber City Lab as a Research Assistant, working with machine learning in Python	vanct2@vcu.edu 572-383-6353 cornbread on discord
Jonathan Netala	Communication, attention-to-detail, problem-solving, resourcefulness	Experience working with machine learning models and automating data processes for real-world applications; in the past, e.g. a financial market analysis tool	netalajd@vcu.edu (804)-385-9408 pakalutupaki on discord

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
Preetam Ghosh	<i>TBD Upon meeting</i>	pghosh@vcu.edu
Syed Khajamoinuddin	<i>TBD Upon meeting</i>	ksyed@costar.com

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>
Clearly defined goals	<ul style="list-style-type: none">- track progress- setting realistic goals- roles are clear	<ul style="list-style-type: none">- Student missed deadlines- student overwhelmed- task is not complete
Open communication	<ul style="list-style-type: none">- promote accountability- responding in a timely manner- open to criticism	<ul style="list-style-type: none">- misunderstanding/confusion- not speaking up
Have fun	<ul style="list-style-type: none">- Celebrate wins- encourage each other- recognize achievements	<ul style="list-style-type: none">- overly stressed- unenthusiastic meetings- low energy

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>
Students Only	As Needed, On Discord Voice Channel or in text channels	Update group on day-to-day challenges and accomplishments and relay what needs to be done
Students Only	Every Thursday during class time, on discord	Actively work on the project. Discuss ideas and plan for the future. Assign tasks.
<i>Students + Faculty advisor</i>	<i>TBD Upon meeting</i>	<i>TBD Upon meeting</i>
<i>Project Sponsor</i>	<i>TBD upon meeting.</i>	<i>TBD Upon meeting</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>
Jonathan Netala	Financial Manager	<ul style="list-style-type: none"> -Research pricing for tools and software required for renovation detection. -Manage the project's budget and ensure financial resources are allocated efficiently.
Sterling Glasheen	Project Manager	<ul style="list-style-type: none"> - Develop and assign tasks to members. - Oversee meetings. - Make sure deadlines are met and communication is occurring.
Jaidon Lightfoot	Logistics Manager	<ul style="list-style-type: none"> - lead communication efforts - information gathering - document meeting minutes
Courtney Van	Test Engineer	<ul style="list-style-type: none"> - Create experimental design plan - Lead debug and analysis of results - Lead presentations of experimental finding and further recommendations

Step 5: Agree to the above team contract

Team Member: _____ *Signature:* Jaidon Lightfoot _____
Team Member: _____ *Signature:* Courtney Van _____
Team Member: _____ *Signature:* Sterling Glasheen _____
Team Member: _____ *Signature:* Jonathan Netala _____

