



VCU College of Engineering

CS-25-312 - Java Pedagogical Libraries for Code Analysis

Team Contract

Prepared for
Company Contact/Mentor
Sponsor Organization

By

Derek Chiou

Luca Doult

Ghulam Mujtaba Qasimi

Kennedy Westry

Date

2024-09-03

Contents

Step 1: Get to Know Another	2
Step 2: Team Culture. Clarify the Group's Purpose and Culture Goals.	3
Step 3: Time Commitments, Meeting Structure, and Communication	4
Step 4: Determine Individual Roles and Responsibilities	5
Step 5: Agree to the above team contract	7

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 Brings to the Group</i>	<i>Other Info</i>	<i>Contact Info</i>
<i>Kennedy Westry</i>	<i>Proficient in SQL, great with organization, enjoys designing</i>	<i>Scrum master certified, so I am proficient in planning and project management</i>	<i>westrykj@vcu.edu</i>
<i>Luca Doult</i>	<i>UI, web design, optimization of memory/CPU</i>	<i>Experience with Java, HTML/CSS, and game design. Interested in user interactions with software.</i>	<i>douttl@vcu.edu</i>
<i>Derek Chiou</i>	<i>Algorithms/data management, software architecture, learning software tools</i>	<i>Experience as a computer science tutor/TA</i>	<i>chioudj@vcu.edu</i>
<i>Ghulam Mujtaba Qasimi</i>	<i>QA testing software, white test, and black testing (database and UI)</i>	<i>Test the end-to-end software workflow to ensure the expected result meets the actual result.</i>	<i>gqasimi@vcu.edu</i>

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Luke Gusukuma</i>	<i>Acts as both our sponsor and faculty advisor</i>	<i>gusukumals@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 of Team Culture can be found on the Biodesign Student Guide "Intentional Teamwork" page ([webpage](#) | [PDF](#))

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
<i>Showing up to each meeting on time and prepared</i>	<ul style="list-style-type: none">- <i>Set up meetings in shared calendar</i>- <i>Make sure each person is clear on what they need prepared before meetings</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>Proactive communication</i>	<ul style="list-style-type: none">- <i>Set and communicate reasonable deadlines and note when an extension is needed</i>- <i>Notify in advance whenever changes need to be made</i>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done</i>- <i>Student does not give prior notice when circumstances arise that hinder scheduled attendance</i>
<i>Being respectful</i>	<ul style="list-style-type: none">-<i>Exercise basic mutual respect</i>-<i>Display empathy and understanding for others' viewpoints</i>	<ul style="list-style-type: none">-<i>When a team member feels hurt or unheard, they should communicate that</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>Tuesday: Discord 11:00 am Thursday: In person 6:00 pm, Location flexible (West 101, Cabell study room, etc)</i>	<i>Update group on day-to-day challenges and accomplishments (Luca will record these for the weekly progress reports and meetings with the advisor)</i>
<i>Students + Faculty advisor</i>	<i>Monday: virtually at 1:00 pm (Zoom / Discord)</i>	<i>Update faculty advisor and get answers to our questions (Derek will scribe; Kennedy will create the meeting agenda and lead 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 the 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>
<i>Kennedy Westry</i>	<i>Project Manager</i>	<i>Manages all tasks; develops an overall schedule for the 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.</i>
<i>Ghulam Mujtaba Qasimi</i>	<i>Test Engineer</i>	<i>Oversees the 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 findings and resulting recommendations.</i>
<i>Luca Doult</i>	<i>Systems Engineer</i>	<i>Analyze Client initial design specification and lead establishment of product specifications; monitor, coordinate, and manage the integration of subsystems in the prototype; develop and recommend system architecture and manage product interfaces.</i>
<i>Derek Chiou</i>	<i>Logistics Manager</i>	<i>Coordinates all internal and external interactions; leads in establishing contact within and outside of the organization, following up on communication of commitments, obtaining information for the team; documents meeting minutes; manages facility and resource usage.</i>

Step 5: Agree to the above team contract

Team Member: Kennedy Westry

Signature: Kennedy Westry

Team Member: Derek Chiou

Signature: Derek Chiou

Team Member: Luca Doult

Signature: Luca Doult

Team Member: Ghulam Mujtaba Qasimi

Signature: Qasimi