



VCU

College of Engineering

MULT 25-604 – Aerial Precision: 3D Reality
Capture and GIS Integration with Drone
Technology
Team Contract

Prepared for
Matt Merrill
GeoDecisions

By
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Step 1: Get to Know One Another. Gather Basic Information.

<i>Team Member Name</i>	<i>Strengths each member bring to the group</i>	<i>Other Info</i>	<i>Contact Info</i>
Adil Adil	Circuit Design, Programming, Problem Solving, Time Management, Work Ethics, Leadership, Task Allocation, Drone Experience	VCU Makerspace Certified, FSAE Experience	adila2@vcu.edu
Grady Beck	Programming, Drone Experience, GIS Experience (ArcGIS), Time and Resource Management, Work Ethic, Communication	Computer Science Student	beckgm@vcu.edu
Colin Drake	Communication, project management, results-driven, prototyping, programming	VCU Makerspace Certified	cdrake3@vcu.edu
Nathan Germain	Problem-solving Some experience in FPGAs and embedded design, Logistics	VCU Makerspace Certified	germainnt@vcu.edu

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Faculty Advisors</i> (Yuichi Motai, Tamer Nadeem)	Dr. Motai is the ECE advisor. Dr. Nadeem is the CS advisor.	ymotai@vcu.edu tnadeem@vcu.edu
<i>GeoDecisions</i> (Matt Merrill)	Senior Technical Solutions Director	mmerrill@geodecisions.com

Step 2: Team Culture. Clarify the Group's Purpose and Culture Goals.

<i>Culture Goals</i>	<i>Actions</i>	<i>Warning Signs</i>
Openness about deadlines and objectives	<ul style="list-style-type: none"> - Be transparent about progress, especially if deadlines are close - Be willing to schedule time for critical tasks, even when inconvenient 	<ul style="list-style-type: none"> - Team members do not respond to requests for progress updates - Vague scheduling conflicts without reason/justification
Responsive communication and professional decorum	<ul style="list-style-type: none"> - Requests for input and scheduling are replied to in a timely manner - Team members assume positive intent, and constructively address interpersonal issues 	<ul style="list-style-type: none"> - Team member provides deliverables with little time to integrate and bug check - Not replying to group messages within a reasonable time
Collaborative engagement	<ul style="list-style-type: none"> - Divide and delegate tasks fairly, let each other work to our strengths - Help one another where applicable, and make an effort to understand the work of others 	<ul style="list-style-type: none"> - Hogging drone flying time - Regularly delegating work to others without producing personal results
Informal gathering and teambuilding	<ul style="list-style-type: none"> - Find time to meet where project work isn't the priority - Engage in common interests, study other classes, gripe about work, etc. 	<ul style="list-style-type: none"> - Repeatedly finding excuses to avoid informal gatherings
Standards and uniformity	<ul style="list-style-type: none"> - Documentation and communication are to be formatted in a standard fashion to promote professionalism 	<ul style="list-style-type: none"> - Comic Sans - Arial

Step 3: Time Commitments, Meeting Structure, and Communication

<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	Update group on day-to-day challenges and accomplishments
Students Only	Every Wednesday Evening, on Discord and every Monday in person at 7 pm	Actively work on the project and update any documentation we have or need (everyone participates)
Students + Faculty advisor	Will meet on Monday at 3:30pm in west hall (conference room 302, or 301)	Update the faculty advisor and get more information about certain aspects of the project.
Project Sponsor	Once a Month, Either over Zoom or in person	Determining Project expectations and goals, requirements, and feedback. Each team member is responsible for being present for meeting

Step 4: Determine Individual Roles and Responsibilities

<i>Team Member</i>	<i>Role(s)</i>	<i>Responsibilities</i>
Adil Adil	Systems/Mfg Engineer	<ul style="list-style-type: none"> ✓ Leads design and fabrication process. ✓ Test any Hardware manufactured.
Grady Beck	Financial Manager	<ul style="list-style-type: none"> ✓ Budgets project funds and handles financial records. ✓ Encourages responsible use of funds and materials.
Colin Drake	Project Manager	<ul style="list-style-type: none"> ✓ Develops schedule and project agenda. ✓ Maintains and promotes a positive environment within the group. ✓ Provides point of contact to outside parties as needed.
Nathan Germain	Logistics Manager	<ul style="list-style-type: none"> ✓ Coordinates use of reserved space, and storage space. ✓ Collaborate with the team and faculty to allocate resources and plan events.

Step 5: Agree to the above team contract

Team Member: COUN DRAKE Signature: Coun Drake
Team Member: Grady Beck Signature: Grady Beck
Team Member: Nathan Germain Signature: Nathan Germain
Team Member: Adil Adil Signature: Adil Adil