



VCU College of Engineering

CS 25-311

Virtual reality (XR) content technology based
on Generative AI and emotion recognition

Team Contract

Prepared for

Alberto Cano

College of Engineering

Team Members

Gokul Chaluvadi - Computer Science - Student Team Member

Kshitij Kokkera - Computer Science - Student Team Member

Zanika Hossain - Computer Science - Student Team Member

Natalia Tondi - Computer Science - Student Team Member

Date

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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>
<i>Gokul Chaluvadi</i>	<i>Problem-solving, creative, hard working</i>	<i>Enjoy learning new things and implementing them in my projects.</i>	<i>chaluvadig@vcu.edu</i>
<i>Kshitij Kokkera</i>	<i>Communication and problem-solving</i>	<i>I enjoy being a part of a team and meeting new people.</i>	<i>kokkerak@vcu.edu</i>
<i>Natalia Tondi</i>	<i>Planification and organization, creative ideas, problem-solving</i>	<i>I enjoy working on teams and on projects that involves problem-solving</i>	<i>tondin@vcu.edu</i>
<i>Zanika Hossain</i>	<i>Bring unique ideas, analytical, communicative, persistent.</i>	<i>I like learning about different things.</i>	<i>hossainzt@vcu.edu</i>

<i>Other Stakeholders</i>	<i>Notes</i>	<i>Contact Info</i>
<i>Faculty Advisor & Sponsor</i>	<i>Alberto Cano - College of Engineering</i>	<i>acano@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 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>Being on time to every meeting</i>	<ul style="list-style-type: none">- <i>Set up reminders through discord</i>- <i>Letting people know when you can't make it on time</i>	<ul style="list-style-type: none">- <i>Student misses first meeting without notice, warning is granted</i>- <i>Student misses meetings afterwards – issue is brought up with faculty advisor</i>
<i>Proactively communicate any anticipated delays in completing tasks</i>	<ul style="list-style-type: none">- <i>Stay up to date with each other's project responsibilities</i>- <i>Set reasonable deadlines and note when an extension is needed</i>	<ul style="list-style-type: none">- <i>Student shows up for weekly meeting with no considerable work done</i>- <i>Student misses the deadline</i>
<i>Safe environment</i>	<ul style="list-style-type: none">-<i>Ask questions right away.</i>-<i>Propose any idea</i>	<ul style="list-style-type: none">-<i>Not willing to ask questions</i>-<i>Seeming lost</i>-<i>Not contributing</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 weekly challenges and accomplishments (Natalia will record these for the weekly progress reports and meetings with advisor)</i>
<i>Students Only</i>	<i>Every Friday either on Discord or In-Person.</i>	<i>Actively work on project (Gokul will document these meetings by taking photos of whiteboards, physical prototypes, etc, then post on Discord and update Capstone Report)</i>
<i>Students + Faculty advisor</i>	<i>Every Friday from 2:30-3:00 in Engineering Research building</i>	<i>Update faculty advisor and get answers to our questions (Kokkera will scribe; Gokul will create meeting agenda and lead meeting)</i>
<i>Project Sponsor</i>	<i>VCU College of Engineering</i>	<i>Update project sponsor and make sure we are on the right track (Zanika will scribe; Natalia will create meeting agenda and lead meeting; Kokkera will present prototype so far)</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>
Gokul	<i>Project Manager</i>	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.
Kokkera	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.
Zanika	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.
Natalia	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.

Step 5: Agree to the above team contract

Gokul Chaluvadi:

Signature: Gokul Chaluvadi

Kshitij Kokkera:

Signature: Kshitij Kokkera

Team Member:

Signature: Natalia Tondi

Team Member:

Signature: Zanika Hossain