Project 25-320 and NASA Psyche Mission
Team Contract

Prepared for

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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.

Team Member Name	Strengths each member bring to the group	Other Info	Contact Info
Ankita Sahu	*communication, experience, UI/UX design, art background*	*i work best under pressure, also i love cats*	*sahua3@vcu.edu* 650-669-7274
Adonias Daniel	*Communication, creative design, organization, front and backend*	*I like to be ahead, and get work done early. I like cats also. I have some experience with AI and creating websites!*	daniela10@vcu.edu 571-426-9840
Andre Smith III	*Good communication, project planning, UI/UX design*	*I like to plan projects as best as possible to decrease stress and confusion later in projects.*	*smithaa9@vcu.edu* 757-240-8902
Santiago Blanco	Industry experience, large team collaboration, UI/UX	I love cats too! Previous experience with capstone work, website designer freelancer, full stack project experience	blancos2@vcu.edu 571-526-8498

Other Stakeholders	Notes	Contact Info
Advisor: Rodrigo Spinola	*Professor for 355, nice professor who taught us a lot!*	*spinolaro@vcu.edu*
Sponsor: Cassie Bowman		cbowman5@asu.edu

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)

Culture Goals	Actions	Warning Signs
Being on time to every meeting	● *Set up meetings in shared calendar* ● *ping everyone when we decide a meeting time* ● *ping 30 minutes before and at the start of a meeting as a reminder*	● *Student misses first meeting, warning is granted* ● *Student misses meetings continuously – issue is brought up with faculty advisor* ● Missing a meeting with no communication
Communication	● *Stay up to date with each other's task for project* ● *Set reasonable deadlines and note when an extension is needed through one of the communication methods* ● *know when to ask a question/ask for help*	● *Student shows up for weekly meeting with no considerable work done* ● Student does not respond questions ● Student is not being communicative on his work
Collaboration Effort	● *Make sure everyone is putting in the same effort* ● *110% effort on your work* ● *Everyone is completing their responsibilities and tasks efficiently*	● *Student doesn't complete tasks by their assigned due date* ● *Student relies on others work causing unbalanced collaboration*

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 advisor, where you will meet, and how the meetings will be conducted. Who arranges these meetings?
See examples below.

Meeting Participants	*Frequency* *Dates and Times / Locations*	*Meeting Goals* *Responsible Party*
Students Only	*As Needed, On Discord Voice Channel weekly*	*Update group on day-to-day challenges and accomplishments*
Students Only	*Friday meeting, ERB, 4-6:30 window*	*Discuss different parts of the project as needed*
Students + Faculty advisor	*Thursdays, 2:15 pm unless discussed otherwise*	*Update the advisor and reach out for resources and help*
Project Sponsor	*Tuesday every two weeks based on ASU's schedule*	*Update project sponsor and make sure we are on the right track*

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 <u>for the client/sponsor</u>. This person will schedule meetings, send updates, and ensure deliverables are met.

Suggested: Assign a team member to be the primary contact <u>for faculty advisor</u>. 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.

Team Member	Role(s)	Responsibilities
Santiago Blanco	*Project Manager*	- *Keep a detailed record of meeting notes and share with group* - *Make sure everyone understands what is going on* - *Lead the conversation and submit assignment* - *Ensure proper collaboration to reach deadlines* - *Working on Explore Psyche WebXR experience* - *Collaboration on the VR experience.*
Adonias Daniel	*Logistics Manager*	- *Facilitate and manage communication channels to ensure timely and effective exchanges of information.* - *Monitor and enforce compliance with internal policies and procedures related to logistics and resource management.* - *Analyze logistics data to identify areas for improvement and recommend changes to enhance efficiency.* - *Assist in any technical needs* - *Working on webXR experience* - *Collaboration is working on the VR experience*
Andre Smith	*Technical Engineer*	- *Collaborate with team to assist with any technical needs* - *Lead with any research on technical aspects of the project* - *Working on scavenger hunt experience*
Ankita Sahu	*Lead Designer*	- *Working on creating a intuitive and appealing experience* - *Figure out theming, color schemes, the UI/UX layout, etc and implementing it* - *Working on the scavenger hunt experience*

Step 5: Agree to the above team contract

Team Member: Adonias Daniel   *Signature: Adonias Daniel*

Team Member: Ankita Sahu   *Signature: Ankita Sahu*

Team Member: Andre Smith III   *Signature: Andre Smith III*

Team Member: Santiago Blanco   *Signature: Santiago Blanco*