CS 25-328 - Tenant Self-Service Portal
Team Contract

Prepared for

Capital One/Mahesh Nair

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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
Prakhar Mathur	*Organization, communication, Professional experience, data science + ML, information systems, software development, IT infrastructure + architecture*	*Python, R, SQL (Data Science, ML)* *Java, C* *Statistics, Math, Visualization* *Azure DevOps, Project Management*	mathurp6@vcu.edu *804-591-7609*
Alan Dorn	Effective communication, *Organization, software development*	*Java, Python, C, Databases, SQL, HTML, CSS, JS*	dornn@vcu.edu 703-713-5629
Krish Patel	*Workforce experience, organization, software development*	*Microsoft Power Platform, Java, Python, Databases, HTML, CSS, JS, SQL*	patelkp7@vcu.edu *757-386-8642*
Austin Glass	Effective communication, backend development,	Java, C, C++, Python, Linux	glassal@vcu.edu 804-714-7969

Other Stakeholders	*Notes*	*Contact Info*
Faculty Advisor	*Dr. Ghosh*	
Sponsor	*Mahesh Nair*	mahesh.bahulleyannair@capitalone.com
	Balakrishnan Muthusamy	balakrishnan.muthusamy@capitalone.com
	Ashish Kulkarni	ashish.kulkarni2@capitalone.com
	Shannon Hsu	shannon.hsu@capitalone.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](#))

Culture Goals	Actions	Warning Signs
Being on time to every meeting	- *Set up meetings in shared calendar* - *Send reminder email in day before meeting*	- *Student misses first meeting, warning is granted* - *Student misses meetings afterwards – issue is brought up with faculty advisor*
Informing the group of any delays in completing assignments	- *Stay up to date with each other's project responsibilities* - *Set reasonable deadlines and note when an extension is needed*	- *Student shows up for weekly meeting with no considerable work done*
Communicating effectively about delays	- *Let other members know if you are running behind or are unable to make it*	- *Student does not communicate whereabouts*

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	Weekly Thursday 6 PM and additionally as needed, On Discord Voice Channel	Update group on day-to-day challenges and accomplishments
Students + Faculty advisor	Meet as needed (Noon Friday) Weekly/Biweekly	Check-in with Dr. Ghosh on any guidance or expertise needed.
Project Sponsor	Weekday evening (Noon Friday) Weekly/Biweekly	Check-in with sponsor for questions (technical/nontechnical), issues, etc.

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.
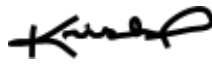
Common Leadership Roles for Capstone

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
Prakhar Mathur	*Project Manager/SDE*	✓ *Define project scope and tasks* ✓ *Facilitate team communication* ✓ *Mitigate risks and allocate resources* ✓ *Monitor progress and quality*
Krish Patel	*Full-stack developer/SDE*	✓ *Designing system architecture and UI/UX design* ✓ *Developing backend requirements for software application* ✓ *Debugging and testing software* ✓ *Improving and optimizing accessibility and responsiveness*
Alan Dorn	*Devops / Architect personnel*	✓ *Selecting tools* ✓ *Defining infrastructure as code* ✓ *setting the stage for an automated, efficient pipeline to accelerate innovation*
Austin Glass	*Co-Project Manager/SDE*	✓ *Assist in defining project scope and technical tasks* ✓ *Bridge communication between technical and non-technical team members* ✓ *Contribute to coding while managing risks and resources* ✓ *Ensure progress tracking and code quality*

Step 5: Agree to the above team contract

Team Member: *Krish Patel*   **Signature:**

Team Member:*Alan Dorn*   **Signature:** *Alan Dorn*

Team Member: *Prakhar Mathur*   **Signature:** *Prakhar Mathur*

Team Member: *Austin Glass*   **Signature:** *Austin Glass*