

Cooperation contract

Logo of our company 'Synnove'



Synnove

SMALL

SOLAR

VEHICLE

Meeting schedule

- Meetings will be held every Tuesday at 2:00 p.m.
- Tuesdays will be used to work for the project. Team members try to keep this day free as much as possible.

Absences and sanctions

- When a team member arrives too late, he/she will get a warning.
When this happens frequently, this person will buy the other team members a drink.
- When a team member doesn't show up without a valid reason, he/she has to buy the other members a drink. When this happens frequently, the team leader will step to the coach to discuss certain sanctions.

Communication with the coach

- The team leader will send documents and possible questions to the coach by e-mail.
- On Tuesday afternoons, everybody can ask questions to the coach during the afternoon session.

Commitments and task division

- E-mails are supposed to be read within 48 hours.
- Each team member will follow-up the other tasks, completed by the other team members.
- Each meeting, everyone clearly tells and explains the entire team which tasks he/she has done for the project during the last week.
- Online communication and the sharing of documents happens through the Facebook group, which has been made.