

Cooperation contract

Goal:

This document is an official contract between GroupT and team Esté. It includes the cooperation ground rules of team Esté during the project imposed by GroupT.

Project:

Esté has the task to build a Small Solar Vehicle (SSV) in a period of 11 weeks. During the project Esté has to take into account the specific properties the SSV has to meet and a fixed budget from GroupT.

Appointments:



- Meeting dates:
 - during the 11 weeks of the project team Esté will meet every Tuesday in GroupT around 10 o'clock. After the team meeting there will be a short briefing with the team coach: Tan Ye.
 - in case of a closing deadline or work that isn't finished in time, the team can decide to meet twice. This second meeting will probably be held on Thursday afternoon. The meeting dates will be listed in the meeting reports.
 - between two meetings members will get tasks to fulfil in their own time, these tasks are expected to be ready by the next team meeting.

- Communication methods:
 - Esté has already made a Facebook group and a communal dropbox folder. Important messages, like meeting dates, and new or improved documents will all be added to these media channels. For the Esté members who have no Facebook account, a document with important new Facebook messages will be provided in the dropbox folder. It is required of each Esté member to check these media at least every two days to ensure smooth communication.
 - To communicate with their coach, Esté has a weekly briefing and evaluation with him. As mentioned before Esté's coach is Tan Ye. Important documents, deadlines, tasks and meeting reports will be provided through a Wikipage. This page will be updated every week by the member responsible for the page.

- Ground rules
 - If a member isn't able to attend a meeting, he or she is obliged to inform a member of the team of his absence and have a profound reason. Not knowing about a meeting is not an excuse.
 - When a member doesn't inform a team member, he or she is punished by a little fare. He or she is obliged to put 50 cents in a common moneybox. This 'punishment' is necessary to stimulate meetings where all members are present.

- Team deadlines
 - o week 1: Cooperation contract, plan of approach, WBS, Gantt Chart on wiki. *(Fr 15/02 18h00)*
 - o week 2: Hand in Toledo assignment about solar panel and DC-motor. Corrected WBS and Gantt Chart if necessary. *(Fr 22/02)*
 - o week 6: Hand in Case SSV part 1 and Simulink on Toledo. First version Process Report online. Fill in PA1 *(Fr 22/03 13h00)*
 - o week 7: Start Case SSV Part 2.
 - o week 8: Intermediate test about SSV Part 1 + Simulink + technical drawing.
 - o week 9: Test SSV on test track.
 - o week 11: Hand in case SSV Part 2. Final version process report online. Fill in PA2. *(Fr 10/05 13h00)*
 - o week 12-14: SSV races

Team members:

 <p>Thomas Crassaerts: 0476/615393</p> <p>Function: Scrivener</p>	 <p>Thomas Dewit: 0472/240616</p> <p>Function: Mechanics manager</p>
 <p>Thijs Kestens: 0484/416117</p> <p>Function: Design manager</p>	 <p>Tim Theunissen: 0494/592099</p> <p>Function: Team leader Electronics manager</p>
 <p>Stijn Van Damme: 0475/918395</p> <p>Function: Quality manager</p>	 <p>Sarah van der Want: 0494/703732</p> <p>Function: File manager</p>



15/02/2013

Signatures of team members Esté:

Signature of coach Group T: