

COOPERATION AGREEMENT

This cooperation agreement is designed to ensure a smooth cooperation. It should increase the chances of success of the project. For this purpose we will appoint a number of rules which must be respected by all team members.

Team members and contact

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Sven Imbrechts	Group 203	sven.imbrechts @ student.groept.be
Jasper Kempeneers	Group 203	jasper.kempeneers @ student.groept.be
Thomas Mertens	Group 203	thomas.mertens @ student.groept.be
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Joris Vermeulen	Group 203	joris.vermeulen1 @ student.groept.be

Description of project

In the EE4 electromechanics project we are going to design and build an SSV or Small Solar Vehicle starting from a given solar panel and DC motor. We are dealing with the engineering, educating and enterprising aspect.

The goal is to make a small solar car that can race over a 14 meter track against other SSV's. Furthermore the other goal is to make a good score in the additional categories, namely innovation and appearance.

Agreements

- Each week the team will meet at least once. Depending on the deadlines they will occur more frequently. Each team member must be present at any meeting unless he has a thorough reason to be absent. This absence must be reported to the team leader. It is important that every team member arrives in time.

- Each team member must be aware of all developments in the project so we will not lose any time at meetings.
- When a team member is assigned a task, he ensures that he completes this task in time before the premised deadline. It is obvious that you are expected to work on these tasks outside of the meetings too.
- We will make sure that we meet our deadlines before the official deadline so that we can check and adjust all the tasks with the team.
- When a team member notices that a task takes more time than expected, or if the task is considerably more difficult than expected, he informs the rest of the team as soon as possible so that the work can be distributed.
- This project is treated and completed as a team, therefore the completion of the project is the responsibility of the whole team.

I, _____ hereby declare having read the cooperation contract on ___ / ___ / ___ and agree to the full content. I am also aware that some form of breach of the contract will lead to a penalty in proportion to the seriousness of the breach imposed by the project supervisor.

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