

# Cooperation contract

Team

Icarus

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**1. Team members, organisational responsibilities and contact data.**

<b>Naam</b>	<b>Functie</b>	<b>Telefoonnummer</b>
Thibauld Berckmans	Project leader	0477/26.42.35
Thomas De Rechter	Quality Manager	0473/28.30.08
Tom Keuleneer	File Administrator	0472/40.08.89
Filip Lemmens	Blogger	0479/36.53.97
Tom Keuleneer	Secretary of the Meetings	0472/40.08.89
Kristof Vandikkelen	President of the Meetings	0473/42.42.24
Tan Ye	Coach	Ye.tan@groept.be

**2. Team functioning and communication.**

For the communication, we have made a group on facebook because it's a very easy and clear way to communicate or discuss something. We will also have as much meetings as necessary. The meetings will be announced at least 2 days before and absence has to be reported to the president of the meetings (Kristof) via facebook or sms. If an absence is not reported, the group will discuss which sanction will be given to the concerned person.

If the team from its side feels an interpellation with the coach is desired, this will shortly be discussed internally and the Project Leader will contact the coach if needed.

**3. Commitments and Task Description.**

Our goal is to meet the customers' requirements as closely as possible while maximizing the energy efficiency and prevent major energy losses. We will try to attain these goals by consequently investigating the potential energy losses due to the design of the solar vehicle and the solutions provided during the construction. These commitments are further developed in the document 'Plan of approach'.

The project leader will oversee the general progression of the task. He will monitor deadlines and synchronize the cooperation between the subteams (design, materials, construction etc.); he is also the team's representative towards the external stakeholders of the project.

The quality manager makes sure the provided solution will meet the requirements. This does not only concern build quality, but also durability and environmental issues of the end product provided by the team;

The file administrator keeps all reports and other deliverables and ensures they are both complete as well as precisely meeting the requirements. It is also his responsibility to keep every progress well documented.

The blogger will keep the Wiki-page up to date. He will post informal reports about the team's progressions regularly as well as the encountered issues along the road of development and the solution provided.

The President of the Meetings will arrange the meetings; he has to find dates and places that fit for the involved team members. During the meetings, he will ensure the discussions held are quite and professional. In case a vote is required, he will organize and oversee these situations. He cooperates with the Secretary, who will take notes on every meeting and will hand a report to the File Administrator. Team members can report their issues in advance so that the Secretary can make up an agenda per meeting.

**4. Signatures of all team members.**

<p>Thibauld Berckmans</p> 	<p>Thomas De Rechter</p> 
<p>Tom Keuleneer</p> 	<p>Filip Lemmens</p> 
<p>Kristof Vandikkelen</p> 	