Cooperation contract

EE4 – Building a SSV – Team PM9

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[In the making]

[Team logo]

Team Sol invictus consists out of six members, each student industrial electromechanical engineering at GroepT Leuven. Sol Invictus, or unconquerable sun is an ancient Roman term that was linked to the divine and imperial.
This team is responsible for developing a small solar vehicle, commissioned by the solar vehicle team, that will participate in the race at the Martyrs Square on Tuesday 13/05.
In order to deliver a full and innovative product to our customers and to achieve a success in the race, clear agreements on communication, deadlines, penalties, … are to be made.
These will be listed in this contract. By signing, each member gives his agreement with the content of this contract.

Team members

Name	Function	Phone Number	E-mail
Buntinx Adriaan	Project leader	0498/78.74.74	adriaan.buntinx@student.kuleuven.be
De Bruyn Wannes	Quality manager	0498/76.82.27	wannes_de_bruyn@hotmail.com
Colin Charles	Blogger	0497/81.05.72	charles.m.colin@hotmail.com
Lenaerts Stijn	File administrator	0478/90.96.15	stijnie_lenaerts@hotmail.com
Massart Loic	Secretary of the meetings	0476/30.10.29	loicmassart19934@gmail.com
Meijers Wouter	President of the meetings	0485/77.40.29	wouter_schins@hotmail.com

Objective and task descriptions on the subject of communication

As a company, we want to meet all customer requirements as closely as possible.
We strive for continuous improvement of our product and look for innovative designs.
Everyone is involved, work enthusiastically and has its share in the project.

The **project Leader** is the supervisor of the team and lead the project in the right direction.
It is his job to ensure that all agreements are respected, everybody cooperates and that the project is completed on time.
He is the team's representative towards the external contacts of the project.
In case of problems within the team, one should contact this person and it is his task to solve these problems.

The **quality manager** should review all documents on content, spelling, grammar and check every calculation on possible mistakes.

The **blogger** will keep the wikipage up to date. Every weekly progression of the project will be communicated and reports will added.

The **file administrator collects** all the documents and keep them up to date. He verifies if all the requirements are included

The **president of the meetings** will arrange the meetings. He has to find a date and place for every meeting that fits for the involved team members. When a team member wants to schedule a meeting, he contacts this person and he will arrange everything. In the same way this person is contacted if someone can not attend the meeting.
This person ensures that the meetings run smoothly and professionally.
He cooperates with the **Secretary of the meetings**, who will take notes on every meeting end will hand a report to the file administrator.
Members can report the topics they want to discuss in advance so that he can make a list of topics to discuss.

Communication

Every Tuesday a fixed moment is scheduled in our timetable between 14h and 18h pm. This will be used to work on the project and to distribute the tasks. Further meetings can be arranged on this moment.
A secret facebook group is made on which all team members can communicate with each other. Also a dropbox is made to share files with one another.
In the table on the top, all telephone numbers are listed. This will be used by personal contact or to inform all members when changes have occurred and members should be informed in a short time.
All other external communication will pass by the teamleader.

[Team logo]

Agreements

1) Each team member must be at each meeting at which he is expected to attend.
   If this is not possible due to a valid reason (illness, personal, ...) this should be communicated as soon as possible to the secretary of the meeting and this maximal one day in advance.
   If this is not the case or the reason is not valid, sanctions will be taken by the project leader in agreement with the other team members.
   In repeated appearance, this will be seen on the peer assestment or the coach will be contacted.

2) Deadlines are to be respected. These are made so that others can check your work and supplement. This is then also done by everyone.
   If this is not the case, sanctions will be taken by the project leader in agreement with the other team members.
   In repeated appearance, this will be seen on the peer assestment or the coach will be contacted.

3) Each member must be available on our communication channels and actively participate in the project.

4) Each member keeps the project leader up to date about the development of their tasks and eventually problems. This is important to build up an overview and to intervene if necessary.

[Team logo]

I have read this report and by signing, I agree and accept everything mentioned in this contract.

Adriaan Buntinx	Wannes de Bruyn
Charles Colin	Stijn Lenaerts
Loic Massart	Wouter Meijers