

# Cooperation agreement

February 16, 2015



PRO-Q2 group 1

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## 1 The team

The team consists of four members, all sophomore Electrical Engineering students. Contact information of the members is as follows:

Name	Phone number	Email address
Andrew Lau	+31 6 41374476	andrewhenry92@gmail.com
Daan Conijn	+316 18720766	daan.conijn@live.nl
Kevin Oei	+31 6 40515193	kevin.alterative@gmail.com
Koen van Vliet	+31 6 41791491	koen9410@gmail.com

## 2 The agreements

As a team, we will strive to maintain a pleasant working relationship to ensure successful end results. In order to achieve this, we shall abide by the following general rules:

- Strive to participate in the project to your best attempts
- Treat each other with respect
- Listen to and involve each other
- Be open! Communication is essential. Emails to teachers should be CC'd to the team, problems should be discussed openly, etc.
- Provide support for each other's work. Check your colleague's work, provide feedback, etc.
- Honour agreements and try to be on time (for meetings, deadlines, etc.)
- In case you are not able to attend a meeting on time, or attend at all, you should notify the team as soon as possible.
- Members are urged to check their email and Telegram at least once a day
- If the above is not possible due to technical difficulties, SMS and phone calls should be used to stay updated.

### 2.1 Meetings

The 'official' meetings are to be held each Friday at 12:00, unless stated otherwise. Every member's presence is required.

## 2.2 Unwanted behaviour

Examples of unwanted behaviour are: not being on time for meetings multiple times, not being involved with the project, not respecting deadlines, 'freeloading' etc. If someone shows unwanted behaviour multiple times, it will be brought up during a meeting. Unwanted behaviour can be penalized, if considered grave enough.

## 2.3 Tasks and task assignment

Tasks are assigned to a member by the group as a whole, and the decision becomes official only upon agreement by every member. For each task assignment, it is required to determine a deadline for the task to be finished. For each task only one member will be held responsible for the final result, even if there are multiple members involved in the actual execution of the task.

Members are urged to notify the project supervisor as soon as possible when they predict their task to be unfinishable before the set deadline. The project supervisor should then note this as one of the subjects to be discussed in the next meeting. After this meeting, there should at least be one solution for the delayed task (a revised deadline being one of the possibilities).

When a member does not fulfill their task before the deadline without prior notification, it will be considered a breach of the rules, possibly followed by penalization.

## 2.4 Possible penalties

Penalties may only be carried out upon unanimous agreement between all team members (excluding the to-be-penalized member). Needless to say, penalties are only given out in response to a breach of the rules/agreements. The following penalties may be handed out:

- Treating the team to cake (as long as the total value does not exceed €10,-). The kind of treats will be decided by the rest of the team.
- Assignment of tasks without the penalized member's consent. These tasks must be relevant for the project.
- The penalized member may propose a penalty as well, which will need to be approved by the rest of the team.

- Worst-case-scenario: being banned from the group (see next chapter).

Depending on the situation, the project coach may be notified of the breach as well.

### 3 Banning

A member risks being banned from the group after two or more (grave) penalties, or after serious incidents (for example violence, theft, etc.). It is also possible to leave the group of your own accord. This should be properly announced beforehand. Banning is only possible upon unanimous agreement among all members of the team (excluding the to-be-banned member). Tasks assigned to a banned member should be transferred to another member (or divided between members). The banned member will no longer be able to receive any tasks, and they will no longer be bound by this cooperation agreement.

By signing this cooperation agreement, you declare to abide by the rules and agreements as described in this document.

Name	Location	Date	Signature
Andrew Lau	Rotterdam, The Netherlands	2015.02.14	ā
Daan Conijn	Schiedam	2015.02.15	DD
Kevin Oei	Nootdorp	2015.02.14	×
Koen van Vliet	Wateringen	2015.02.15	Koen