

Cooperation agreement

Team: IoT Workshop

Agreement

It is the responsibility of the group members to comply with the rules.

The rules were established by mutual agreement.

Time management and Responsibility

Every team member should be present at the agreed times. We'll discuss the time at which we meet every week. When a team member is absent, his or her absence will be noted in the 'Absence' document. When someone knows he or she is not present on a project day or partly not present ahead of time, one should consider important dates on the team schedule (for example everyone has to be present when doing a team presentation). Also every absence has to be noted in the 'Absence' document.

When someone doesn't mention a long absence or when someone is often not present on time (more than two times) a meeting will be required. If the absence of someone continues or increases after the meeting a meeting with the coach is required. The result of this final meeting can be an exclusion from the project when we can not guarantee that someone can deliver a sufficient contribution to the project results.

Planning

When you are done with your tasks and try to assist someone else with their tasks.

Do not however sit back and do nothing or leave early, there is always something to do or someone to help.

If you can't finish or think you can't finish your tasks on time, please do inform the team on time.

Product quality

It is the task of the team members to deliver high quality products. If someone is unable to deliver a product of sufficient quality he/she has to mention this on time in order for the team to take appropriate actions to ensure a high quality product.

Illness

If a team member is unable to attend a project day because of an illness, he or she has to inform the team on whatsapp as soon as possible. Absence caused by illness has to be noted in the 'Absence' document.

Issues/complaints




Issues or complaints are best addressed to and discussed with the team.
The other teammembers should listen and take his Issue/complaint seriously.
When a team member is unable to share his issue/complaint with the rest of the team a meeting with the coach can be issued.

Meesting(s):

Every tuesday 10:00 (classroom will be shared on whatsapp)

*Everyone has to be present, absence is only allowed on special circumstances and has to be discussed in advance with the team.

Name	Studentnummer
Axel Kiebooms	500762848
Michelle Rotter	500762852
Wilco Wijdenes	500715536
Nick Leijenhorst	500667087
Arnout Schekkerman	500713802

Name	Signature
Axel Kiebooms	
Michelle Rotter	
Wilco Wijdenes	x
Nick	ok
Arnout Schekkerman	
Place: Amsterdam	Date