

# **1. BACKGROUND AND PURPOSE**

1.1 Group 2 is a project group created for the purpose of developing modules for the FietsKar.

1.2 This is a voluntary collaboration between the Parties as individual companies and not a joint company, joint venture or other legal entity, and each Party shall continue to bear responsibility for each Party's own business and may not legally commit or bind the other Party without further agreement.

1.3 The Parties have therefore concluded the following Cooperation Agreement (the "Cooperation Contract Group 2").

## **2. DUTIES**

2.1 The Parties must each be loyal to the other Party and seek a healthy cooperation. A healthy cooperation in our eyes has a lot of communication and we all cooperate while working on the final product.

## **3. PAYMENT**

3.1 As mentioned in 1.2 this is a voluntary collaboration. Voluntary indicates there will be no payment. Costs that arise during the project will be recovered if possibly at Fontys.

## **4. TERM AND TERMINATION**

4.1 The Agreement is concluded for the period of semester week 10 – 18.

4.2 If one of the Parties is in material breach of this Agreement, the Agreement may be terminated immediately by the non-breaching Party. This should be done with consultation of the teacher. This process will be started when the contract is breached 3 times.

## 5. SCHEDULE

5.1 The Agreement is that we start each working day before 09:15. If for any reason you are late you communicate this with the group. If the reasons are non-valid they will be discussed during group meetings.

5.2 We expect each other to be available from 09.15 until 16. If necessary these hours can vary if agreed upon.

5.3 Meetings with clients, we expect everyone to be present during these meetings. If for any reason physically unable to this could be via Teams. If this is the case this must be communicated, this gives the present group members a chance to set up a meeting. It is your responsibility to be present. Every meeting will be transcribed.

5.4 Deadlines that are set with the client, project owner or by other team members are leading. All effort should be put in trying to meet these.

5.5 Every working day we will be having a daily standup (starting at 09:15). This will be done in person or remote (on days we are out of office). During these meetings we will discuss the work that will be done on that day. Furthermore we will show the efforts we made the since the last standup. This is also the moment to address if you are getting stuck or need any help. These will be recorded. If you can't make it you reply to the recording with your contribution.

5.6 Working days are weekdays (Monday > Friday) excluding holidays and festive days. We expected you to be present on these days (in person or remote) unless otherwise agreed upon.

## 5.7

Present	09:00
Daily standup	09:15
Work on project	09:45
Coffee break	10:30
Work on project	10:40
	12:00
Work on project	13:00
Round up the day	16:00

## 6. DELIVERABLES

6.1 every meeting transcription should be turned in after a meeting. This should be done in teams underneath meetings.

## 7. PROJECT ROLES

*Team leader, scrum master*

Pjotr > Tijmen

*Transcriber*

Discussed per meeting

*Git Manager*

Eline > Rik

*Structure container*

Rik > Eline

*Communication manager*

Tijmen > Pjotr

*Khoality control*

Khoa > Storm

*Project owner*

David

## 8. SIGNATURES

Eline: 

Khoa: 

Rik: 

Pjotr: 

Storm: 

Tijmen: 



Project owner:

Help prioritize things in backlog TO do list

Attend weekly at Wednesday and Friday at 9:15 to the daily standup

After standup provide feedback to our progress

Help in quality control