

# Homo Mobilis — Eksperter i Team

## Cooperation Agreement

Erik Moen — Fantastic 4.

February 1, 2011

### Group participants

- SHAHMANSOORI, Arash
- NORDAL, Andreas
- MOEN, Erik
- AAKRE, Kristine Breiteig
- ZHANG, Haijiao

### Agreements

#### Goals

We have agreed to target a final grade of B or better for the EiT course, which should reflect on the quality of work done by the group members.

#### Practical

**Workload** Workload should be about 10 hours per week, or approximately 5 hours plus the mandatory meeting.

**Meetings** Mandatory participation on weekly meetings in the basement of the Elektro-building every Wednesday at 9. At these meetings every participant's progress the past week shall be presented briefly, if possible.

Everyone will be on time at planned meetings, any absence must be announced. Electronic mail is a suggested method of making this announcement.

**Structure** We will have “subdeadlines” along the way as we work.

Work should be completed three (3) days ahead of the corresponding subdeadline. For the final deadline, work should be completed two (2) weeks ahead of the deadline.

Tasks will be divided among the group members, who will report their progress to the rest of the group at weekly meetings.

Any problems completing assigned tasks must be communicated to the group in order to compensate or give feedback. The leader will follow up the tasks.

## **Process**

**Leader** The group will have a leader. The leader changes every week, starting week 4. Leadership is rotated through the list of group participants sorted by given name.

The leader shall:

- Facilitate cooperation, including
  - Assigning tasks
  - Include all group members in dialogue
- Lead meetings
  - Responsible for the creation of
    - Agenda, presented to the group well ahead of time.
    - Meeting log
- Arrange meetings
- Lead decisionmaking, preferably so every member is satisfied with the decision.

Should the leader find it troubling to communicate with certain group members, Kristine will be available for assistance in the matter.

**Writing of final report** The group will divide into two smaller subgroups near the end of the semester. One subgroup will focus on the project report while the other subgroup will focus on the process report.

Before the reports are handed in, the groups will switch and review each other’s reports.

**Decisions** Decisions within the group can be made by majority vote.