Cooperation Agreement

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This cooperation agreement is effective immediately after being signed and will be dissolved when the cooperation between the group members is no longer necessary. The agreement will bind the parties to the following terms and conditions.

### Strikes and warnings

For this project we will be using a strike and warning system. When a member obtains 3 strikes he or she will be kicked from the group. There will not be made any exceptions. For some violations a warning will be given. 2 warnings will result in 1 strike. All members should be informed when a strike is being given. The reason for the strike should be given as well and it should be written down in an online version of this cooperation agreement to count.

### Evaluation system

In this period we will be using an evaluation system as well. In this system the group members will be giving each other grades on the scale from 1 to 4 on certain aspect of cooperation. This will be done every week and the grades should be sent in before 12:00 PM on every Sunday.   
  
For each member we will calculate the average grade. If this grade turns out to be lower than 2.45 he or she will get a strike.

* When your grade of the week is lower than 2.45 you will get a strike;
* If you do not sent in your grades before 12:00 PM on every Sunday you will get a warning.

### Illness and personal problems

* When one of the members is ill he or she will have to notify the other group members;
* When the illness makes it impossible for the concerning member to deliver his or her work on time it will be the task of the other members to make sure the work will still be delivered before the deadline. Does the ill members turn out have done nothing for his or her task so far than the deadline can be postponed;
* When a team member has personal problems e.g. the death of a family member, he or she should inform the other parties and when needed the other parties will have to take over the work of the member who has the personal problems. Again if this member turns out to have done nothing for his or her task yet the deadline can be postponed.

### Late and poor quality work

* When a member fails to deliver his or her work before the set deadlines he or she will be given an instant strike;
* When a member delivers poor quality work he or she will have to re-do this task and improve his or her work before the new deadline;
* When a member fails to deliver good quality work after the second deadline he or she will be given an instant strike;

### Arguing and disagreements

* When two or more members have a disagreement it shall be solved by a vote. The “losing” party will have to make peace with the decision made;
* When cooperation is difficult due to two or more members arguing and it cannot be settled by the other members there will be called in another independent party to mediate. Preferably the project coach.

### Availability and communication

* The members must be available at any given time to work on the project. Of course deliberation is needed to decide on a certain time. However all parties must understand that school is priority number one and that all the members depend on each other;
* When one of the members shows more than 10 minutes late than the set time he or she will get a warning. Two warnings mean that this member will be given a strike only delay caused by public transport is excused;
* When a member receives a messages through any communication tool he or she is obliged to reply to this message as long as it is meant for this particular member. Failing to communicate effectively will result into a warning. This warning will count towards the strike count as well.

### Scrum and deadlines

For this project we will use a scrum tool called Trello. You can find it at Trello.com. If you want you can download the Trello application as well.

* Every team member must have a Trello account;
* Every team member has to make sure his or her tasks are up to date;
* When a team member is confused about something that has to do with Trello he or she has to actively ask around and try to find out what is going on;
* All deadlines in Trello will be set in consultation with the other members;
* All set deadlines in Trello cannot be changed when there are 5 days left before the deadline is due.

### Backup procedures

* When a file is in work-in-progress stage, it should be constantly backed up upon progress of that file;
* Backup will be done via cloud storing services (Such as Google Drive, Dropbox etc.);
* When a file is in its final form, it should be backed up both on cloud storing services and via personal means (USB sticks or external HDD);
* If a file gets lost, the person that was in charge of it has to remake it, without receiving additional work time.

### Sharing important files

* When a file is important for a deadline it should be sent to everyone over mail;
* Important files may never be sent over Skype alone;
* When a file is not sent by mail before the deadline you will get a strike (even though you might have sent it over Skype).

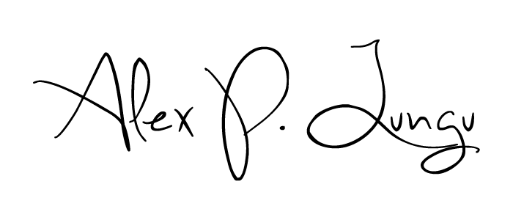
### Contact information

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| --- | --- | --- | --- | --- |
| **Name** | **E-mail** | **Skype name** | **Phone number** | **Trello name** |
| Kathelijne Sissing | Kathelijne.sissing@telfort.nl | Kathelijne-Sissing | +31 618545311 | KathelijneSissing |
| Alex Lungu | Lungualexandru1995@gmail.com | yourelofriends | +40 725 570 901 | alexandrulungu2 |
| Marcel Stoepker | m.stoepker@st.hanze.nl | Marcel.stoepker | none | Legend ely |
|  |  |  |  |  |

### Signatures

I have read the cooperation agreement and accept its terms and conditions.

Alex Lungu:



Kathelijne Sissing:



Marcel Stoepker:

