

SUPER SOLAR SPEED

EE4: Building A Small Solar Vehicle



COOPERATION CONTRACT

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This contract contains the basic information of our EE4 team, the mechanism of communication and sanctions and the rules and regulations which have been identified by the team members.

It exists to ensure that the team functions efficiently and effectively, which will allow the timely correction for any errors encountered. The ultimate goal is to fulfill “EE4: Building a Small Solar Vehicle” (SSV) wholly, with the smooth manufacture process.

The seven individuals listed below comprise of the team called SUPER SOLAR SPEED. The team members should be earnestly fulfilling their personal tasks without losing the coordination with the whole team.

	<p>Wanja Fagard Building/Designing +32488389560</p>		<p>Atefeh Hosaini Team Leader +32487323019</p>
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The overview of hierarchy relationship, as seen below, demonstrates that the whole team could have four main departments: the designing department, the manufacturing department, the documents department and the diagnosis department. The contents of each department should be rather flexible so that they can be involved in other departments for better cooperation on the condition that the tasks that are supposed to be done are dealt well.



What can be clearly seen from the above figure is that each team member can get free access to the leader or other members, which ensures the timeliness and smoothness of communication. Moreover, the figure reserves the flexibility of information exchange and resource sharing.

- The **team leader** manages the whole team, inspects the progress of individual tasks and has the duty to remind members of the new tasks. Furthermore, the leader also needs to make efforts to create a cooperative atmosphere and remove the disputes. Thus, the leader will guide the team towards the goal and set an example to motivate the members.
- The **designers** are responsible for the design of the SSV, including the appearance and the inner mechanical mechanism. The design should comply with the principle of feasibility and simplicity. They will also need to be up to date to the progress of building the vehicle and the problems encountered, if any.
- The **builders** are responsible for the manufacture, realization, of the design, in which the mechanical efficiency and feasibility should be taken into account. They will need to know the designs given by the designer and be able to work as efficiently as possible.
- The members who are in charge of **diagnosing** should always keep an eye on what and how the tasks are going on and point out the potential correction in time. They will always be finding better ways of improving the vehicle.
- The **file administrator** is responsible for documenting the processes of the whole project, keeping the wiki page or blog up to date and managing every kind of written materials that are

needed to be handed in.

The followings are the basic rules that need attention on to ensure efficiency and effectiveness. All the rules have supreme power over and override the credibility of all other rules that are not mentioned.

Some rules about creating the unified and cooperative atmosphere are listed below:

- Each team member should take the whole situation into account whenever and wherever. They should spare no efforts to suggest cooperation and a forward-looking atmosphere; otherwise other team members reserve the right to deduct points for peer assessments.
- Each team member should show enough respect to the team leader, when discrepancy occurs, communication should come first.
- If discrepancies arise, then the leader may look at what has happened, come to an agreement within the group and make a decision on what to do.

Some rules about the communication form and frequency are listed below:

- Team members should gather together to exchange their ideas at least once per week.
- The mechanism of communication with the coach should be well discussed inside the team before querying the coach. No individual consultation without team cooperation should be done.
- Within the team, emails will be the primary form of official communication. They have to be sent to everyone in order to facilitate openness and an efficient exchange of resources. Therefore, it is mandatory to check your email at least once every 24 hours; maybe more often during times of intense work.
- SMS's, phone calls or Google Docs are considered acceptable in case of communication if needed. Though, phone calls are only considered official in a case of emergency.

Some rules about meetings:

- Meetings may take place as seen needed.
- The time and place must be made known to each member in the previous meeting or through email if needed.
- Any changes or cancellations will be made known through email.
- Attendance and punctuality is required, as progress must be made through each meeting held. Absences will be accounted for; see rules about absences below.

Some rules about absences or missing deadlines are listed below:

- Team members who are absent for the meeting should clarify his or her reasons, if reasons can be judged valid by others, then this absence can be regarded as valid. If one team member gets four or more invalid absence, then other team members reserve the right to deduct points on the peer assessments.
- Team members should finish their tasks on time and with quality, if things like missing the deadline happen, other team members reserve the right to deduct points for peer assessments, as these deadlines may affect the team as a whole.