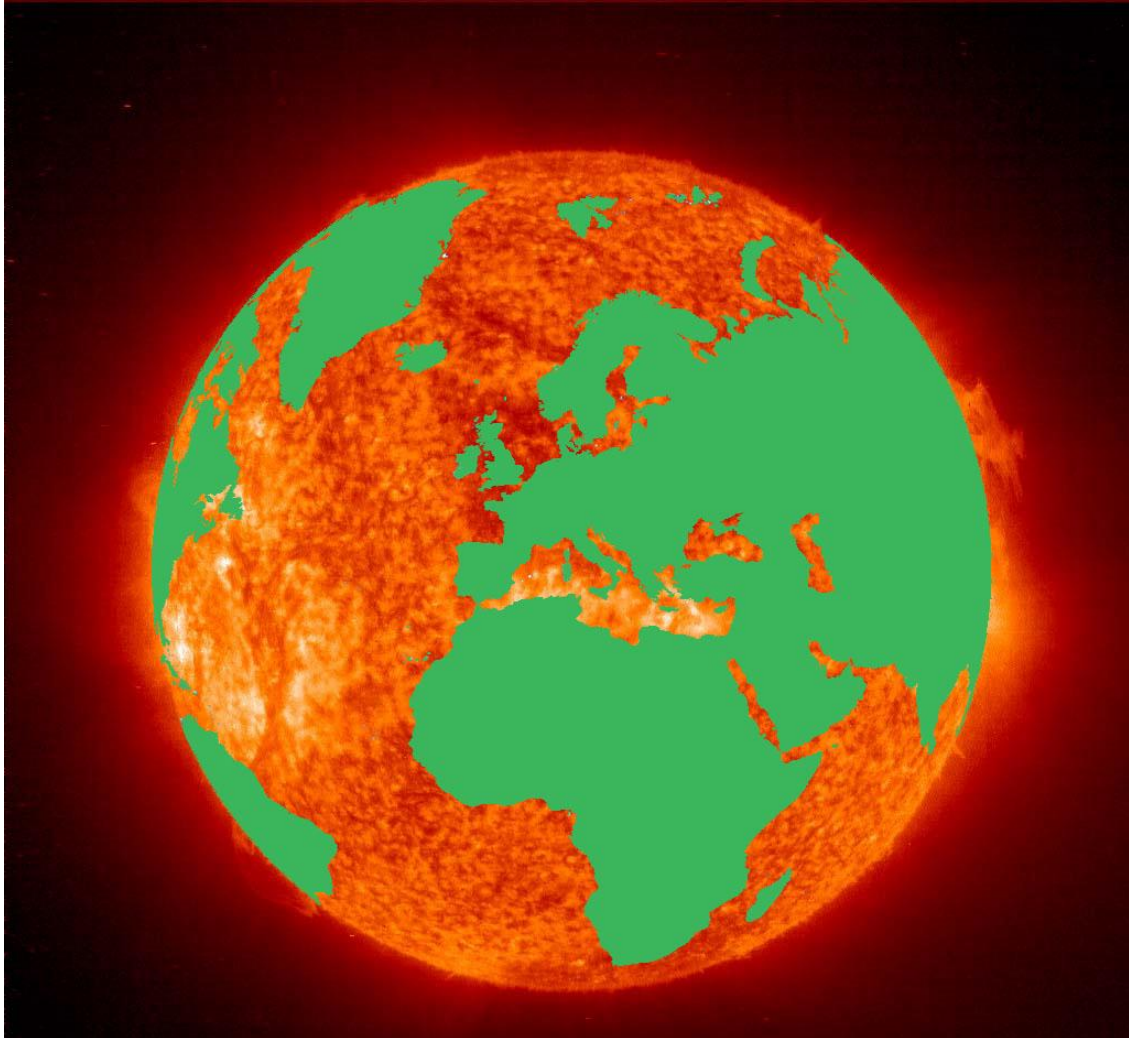


# Cooperation Contract Solar International

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S O L A R   I N T E R N A T I O N A L

## Agreements

### *Meeting Scheme*

The team will meet every Tuesday afternoon, as is planned in everyone's lesson schedule. We will try to do as much work as possible that afternoon. If extra meetings are needed, the time and date will be decided at the end of the afternoon. It's not possible to keep regular dates for extra meetings because not every team member has the same lesson schedule and the schedules may differ from week to week.

### *Absences*

If a team member is going to be absent, he or she always has to try to notify the rest of the team as soon as possible. The team member also has to give the reason for the absence. During the team meeting the team will decide if this reason is legitimate. If the reason is legitimate, for example the team member is sick, the rest of the team will just work according to plan and nothing will follow from it. If however the team decides that the reason is not legitimate, a part of the work planned that day will have to be done by the absent team member individually.

### *Sanctions*

If a member is absent without good reason or a member is noticeably underperforming, the sanction will be the same as stated above. He or she will have to do a part of the work individually. If the team member still does not work accordingly or refuses to do the extra task, the coach will be notified and a negative peer assessment will follow.

### *Communication with the coach*

The coach will be present every Tuesday, so most of the communication with him will occur then. If for any reason the coach has to be contacted outside of class, this will be done by e-mail.

## Team members

Name	E-mail	Number	Function	Signature
Cedric Van Hove	<a href="mailto:cedricvanhove@gmail.com">cedricvanhove@gmail.com</a>	Removed	Team Leader	
Sven Vermeulen	<a href="mailto:sven-vermeulen@hotmail.com">sven-vermeulen@hotmail.com</a>	Removed	File Submitter	
Suihong Xu	<a href="mailto:hong_hong_33@hotmail.com">hong_hong_33@hotmail.com</a>	Removed	Team Member	
Vantha Chhoeum	<a href="mailto:vantha.chhoeum@student.groept.be">vantha.chhoeum@student.groept.be</a>	Removed	Team Member	
Florian Vanlessen	<a href="mailto:florian.vanlessen@gmail.com">florian.vanlessen@gmail.com</a>	Removed	File Administrator	
Xavier Ziemba	<a href="mailto:xy.ziemba@gmail.com">xy.ziemba@gmail.com</a>	Removed	Quality Head	
Jean Kockerols	<a href="mailto:jean.kockerols@student.groept.be">jean.kockerols@student.groept.be</a>	Removed	Meeting President	
Miengma Phommaih	<a href="mailto:miengma.phommaih@student.groept.be">miengma.phommaih@student.groept.be</a>	Removed	Team Member	