



Cooperation Contract

In this project, we will design and create a small solar vehicle (SSV). We will do this in different steps, with different deadlines. Along the project, we will study different cases to obtain a better insight in our project.

Besides the engineering part, we also have to study the financial and marketing aspects of the EE4-project.

In the end, the SSV will travel along a track with a ramp. Our team will achieve the goals of the project with proper teamwork.

After taking some probable team names in consideration, we chose 'Apollo' as our team name.

Responsibility

Team Leader: Robin Neujens

The task of the team leader is to guide the team through the different assignments. In the end, he is responsible for all the deadlines. He needs to make sure everyone knows what he has to do. He also needs to focus on group efficiency. During group meetings, he will guide the meeting.

Secretary/Reporter: Sun Ziang

The job of secretary is to make sure every file is ready and in the project map. He also writes the team reports and meetings. He will also take care of the online part.

Online blog: Maarten Fierens

Maarten will make sure our team blog is up to date.

Although the team leader has the final responsibility, each team member is responsible for his own subtask that has been assigned in the Gantt Chart. He needs to make sure the subtask is finished before the deadline.

Meeting Instructions

Each week, we have a meeting in which we will discuss that what has been achieved since the previous meeting. Upcoming deadlines will be defined, and the tasks for the next period will be divided. In this meeting, the date for the next week's meeting will be determined. If someone wants to have an extra meeting, or wants to change the date/ time of the planned meeting, he has to inform the other team members at least 2 days before.

During each meeting, each member has to be able to explain what he has done since the last meeting.

After each meeting, we complete the personal log.



Internal Communication

For a better team productivity, a good communication is necessary. So we want to follow the next rules.

- Each team member has to check his email account at least one time a day.
- When a team member is absence, he needs to inform the team leader immediately.
- At the start of the meeting, there are no absentees without warning.
- Every team member has to make sure he is on time, if not, he needs to inform the team leader.
- If a team member arrives too late three times, he has to buy the other team members a drink.
- The files will be posted online at dropbox (online file sharing). New or customized documents Need to be uploaded so every team members can follow the progress. It also eliminate the threat of double work.
- In case of disagreement, we will treat this in a meeting topic. During this topic, everyone can say his opinion. Eventually, we will work this out.



Members

Wouter Govaerts

Mail: wouter.govaerts@student.groept.be

Call: 0494126825

Maarten Fierens

Mail: maarten.fierens@student.groept.be

Call: 0479303091

Robin Neujens

Mail: robin.neujens@student.groept.be

Call: 0498646940

Jeff Mertens

Mail: jeff.mertens@student.groept.be

Call: 0473394359

Tian jianlei(Jerry Tian)

Mail: jianlei.tian@student.groept.be

Call: 0485742129

Sun Ziang

Mail: ziang.sun@student.groept.be

Call: 0488187381

Signature



Wang Yu (Ray Wang)

Mail: yu.wang@student.groept.be

Call: 0487148470

Shen jiaxi

Mail: jiaxi.shen@student.groept.be

Call: 0485762141