

Revised Cooperative Agreement

Cooperative Agreement

This agreement is between the following partners in the bachelor's thesis:

1. Susanne Veronika Nyaas Grue
2. Håkon Bakken Kristiansen
3. Vegard Sandnes
4. Dan André Johansen

Responsibility

If a partner does not have the opportunity to attend a mandatory meeting, it is obligated to notify the supervisor and other partners. In addition, every partner is obligated to stay up to date on Trello and email.

Each partner will be assigned a role of responsibility, throughout the project duration. It is expected that each partner performs their given tasks to the best of their ability.

Documents and scripts relevant to the thesis should be uploaded to Google Docs.

This contract will be valid from the time of signature to the end of the semester 2019, or until the group members agree to reformulate the cooperative agreement.

Conflict management

1. If a group member do not finish a task or is absent without notifying the rest of the group, the following action will take place:
 - The group member will be confronted with the issue during sharing is caring.
 - This group member will get two weeks to convince the group that they have changed their behaviour.
 - Bruno Pollet must be contacted, if necessary, to settle a twist.
2. Personal conflicts and triggers
 - Use sharing is caring during the monday meetings to sustain a good communication between partners. This should be of a low threshold, so it is

possible to share what triggers them and other feelings.

3. Theoretical disagreements

- Try to view the problem from a different perspective to avoid getting stuck in the same mindset.
- After doing as described, reevaluate the problem.

4. If a partner choose to cancel the cooperation due to personal reasons, it is necessary to notify the rest of the group members at once. Bruno Pollet must be contacted immediately.

5. The group agrees to use hand gestures in meetings to keep communications efficient.

Distribution of responsibility and definitions of work tasks

Vegard Sandnes:

Responsible for communication:

- Answering emails and phone.

Håkon Bakken Kristiansen:

Teamleder:

- Make sure Trello is organized and clear.
- Keep Work Breakdown Structure (WBS), milestones and deadline organized and at schedule.

Susanne Veronika Nyaas Grue:

Secretary:

- Reference meeting

Dan André Johansen

Logistic:

- Booking rooms when the group has decided when and where we want to meet.
- Keep Work Breakdown Structure (WBS), milestones and deadline organized and at schedule.

Team building

- Gamenight.
- Åre.

- Hiking.

Goal and ambitions

- To achieve the highest score on the bachelor's thesis.
- Maintain good communication through the cooperation.
- Get a good theoretical knowledge.
- Developing networks in Fornybarklyngen and within the maritime industry.
- Learn more about working in a team.
- Make sure the delegation of assignments are fair and equal.

Working hours

- Obligated to work together after monday and thursday meetings in that extent if possible.
- The party must be notified if a partner is not available for a meeting.
- Working hours is set to 09.00 to 15.00 +/- 1 hour.

Speaking english

The party will try to communicate in english on the mandatory days (monday and thursday).

What is Sharing is Caring?

The group is obligated to

- Share how you are progressing with the task and assignments you are working on.
- Share if something is bothering you in regards to group members
- Share what subjects you find challenging.
- The option is to switch roles.
- Constructive criticism must occur in a sandwich format, positive - negative - positive.
- Check-in at the start of every meeting. Quantify how you are feeling on a 1-10 scale

Meetings

All partners will prepare for meetings with external parties, supervisor and mandatory meetings. To do this, every partner need to read opp about relevant subjects and be familiarized with the case.

Auxiliary Courses parallel to the Bachelor Thesis

Those who has auxiliary courses parallel to the Bachelor Thesis, requirements are:

- Working with courses that is not relevant for the bachelor assignment should not interfere with the individuals task.
- If a situation occurs, were the member have to choose between bachelor assignment and other courses, the bachelor need to be prioritized.
- A member should not work with other courses while other group members are working with the bachelor assignment. If so, the member should move to another location.

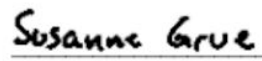
Reformulate the agreement

If a reformulation of this cooperation agreement should take place, all partners must be present and give their signature.

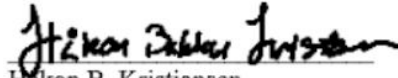
Signature partners

Location: Trondheim, Gløshaugen

Date: 06.02.2019



Susanne V. N. Grue



Hakon B. Kristiansen



Vegard Sandnes



Dan André Johansen