

Collaboration Agreement HBO ICT Fontys – Studio project

This collaboration agreement is entered into on 11-09-2024 between the following parties, all students in the HBO ICT program at Fontys:

- Justin de Jong
- Louis Göres
- Angelina Coffie
- Joëlle de Vlam
- Kristiyan Atanasov

1. Purpose of the Collaboration

The undersigned agree to work together on the studio Project. The goal of the collaboration is to develop and execute an effective and professional studio.

2. Work Hours

The regular working hours are Monday, Wednesday and Thursday, from 09:00 to 15:00. Any changes to the working hours must be discussed in advance and approved by all team members. If a member needs to leave earlier or wishes to adjust the schedule, this must be done in mutual agreement and with the group's approval.

If you anticipate being late, please inform the group with an estimated arrival time.

If you fail to communicate your absence three times, we will hold a group discussion to address the issue. Should it occur again after our meeting, further action will be taken, including notifying the teacher.

3. Communication

All team members commit to open, timely, and effective communication. Important information and decisions regarding the project will be shared with the entire group via agreed communication tools. Problems or delays must be reported to the rest of the team as soon as possible.

4. Roles

The studio specializes in development and design. The roles are:

- Louis: Front-end, UI/UX, branding and design
- Kristiyan: Front-end, UI/UX, branding and design
- Angelina: Design and front-end
- Joëlle: design, Front-end
- Justin: Back-end, Front-end, Databases

5. Progress Reporting

Each team member will regularly report on the progress of their assigned tasks. If delays occur or a task cannot be completed on time, this will be immediately communicated to the rest of the group. Together, the team will decide on the necessary steps to catch up on delays and meet deadlines.

5. Disputes

In the case of conflicts or disagreements, the team members aim to resolve these issues internally first. If a dispute cannot be resolved within a reasonable time, the problem will be referred to the supervising lecturer or project mentor.

6. Duration of the Agreement

This collaboration agreement comes into effect on 12-02-2025 and remains in force until the end of the project or until otherwise agreed upon in writing.

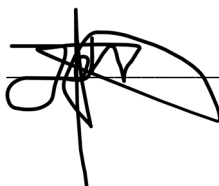
7. Signature:

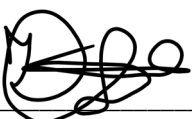
The undersigned declare to agree with the above terms and will comply with them to the best of their ability.

Justin de Jong : 

Louis Göres : 

Angelina Coffie : 

Joëlle de Vlam : 

Kristiyan Atanasov : 

What can we do better this time?

In last semester, I got the advice to do weekly stand-ups to start the week and one stand-up to end the week. In these stand-ups we are going to discuss what we are going to do this week, what we are currently working on, what we did in the previous week, in the next week, etc.

We will do this so everyone is on one line about what each individual is doing. This prevents conflicts and will help us work more effectively.

Strengths and weaknesses

Louis:

Weakness: Struggling to ask feedback, back-end development, concentration in crowded rooms

Strength: Attention to detail, creativeness, UI/UX design and research

Justin:

Weakness: Always postpones, Concentration

Strength: Coding front and back – end, Databases

Angelina:

Weakness: Concentration and planning

Strength: Front-end, learning new things

Kristiyan:

Weakness: Postponing tasks, comes late,

Strength: Coding, Design (sometimes)

Joëlle:

Weakness: easily distracted, asking feedback

Strength: Concentrating, front-end, sketching, eager to learn

Roles

- Leader: None
- Communication leader: Kristiyan
- Presentation: Louis presentation design, Everyone does parts when presenting to client
- Sketching/illustration on Pro Create: Joëlle
- Photography: Angelina, Joëlle
- JavaScript: Kristiyan & Justin
- Front-end: Louis, Joëlle, Angelina. Justin
- UI/UX design and research: Louis
- PHP: Justin
- Databases: Justin